



SMART Board™

Interactive Whiteboard

Learner Workbook



Bringing people and ideas together.™

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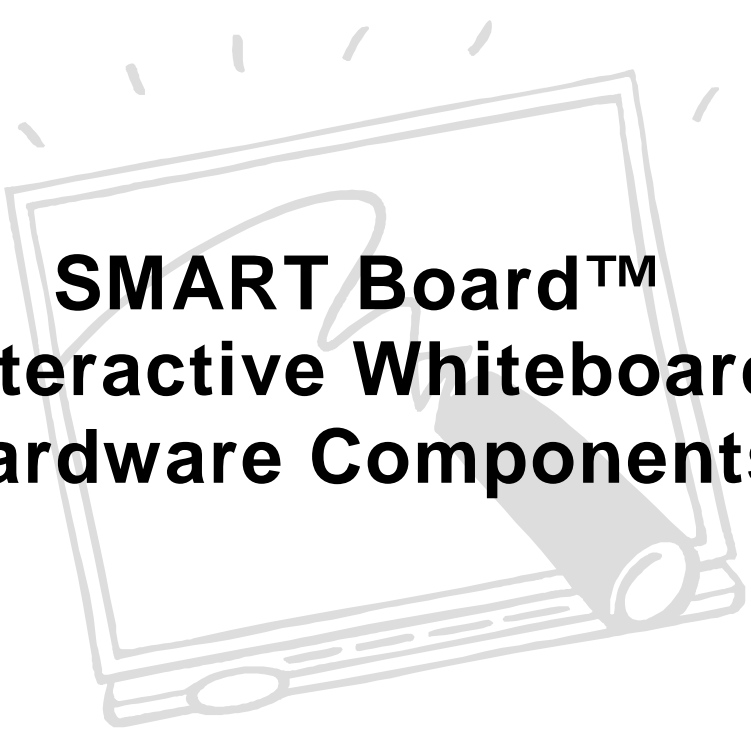
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SMART Board™ Interactive Whiteboard Hardware Components

When you've completed this module, you'll be able to:

- 🎯 **Use the buttons and styluses of the SMART Pen Tray**
- 🎯 **Check the interactive whiteboard status using the Ready Light**
- 🎯 **Orient the interactive whiteboard**
- 🎯 **Edit text objects using the SMART Keyboard**

SMART Board Interactive Whiteboard Hardware Components

The SMART Board interactive whiteboard is touch sensitive. In projected mode, it operates as part of a system that includes a computer and a digital projector.

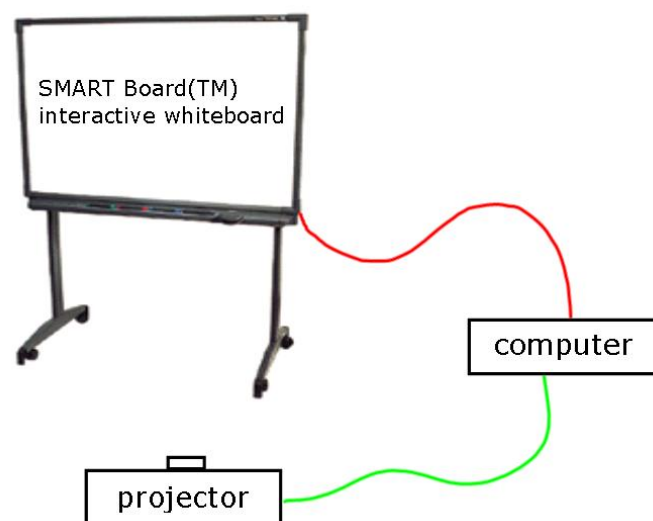
With a SMART Board interactive whiteboard you can:

- touch the surface to control software applications
- hand write or type directly onto the whiteboard
- make notes over top of, or input data directly into, a variety of software applications
- save these changes

How Does the SMART Board Interactive Whiteboard Work?

Although a SMART Board interactive whiteboard may also be used in non-projected mode (i.e., without a projector), this workbook focuses on using the interactive whiteboard in projected mode. Using a whiteboard in projected mode requires three components – a computer, a digital projector and a SMART Board interactive whiteboard. These three components work together as follows:

- The computer loads an application and then sends the image to the projector
- The projector projects the image onto the interactive whiteboard
- The interactive whiteboard acts as the monitor and input device (mouse and/or keyboard), allowing you to control any application by simply touching the whiteboard



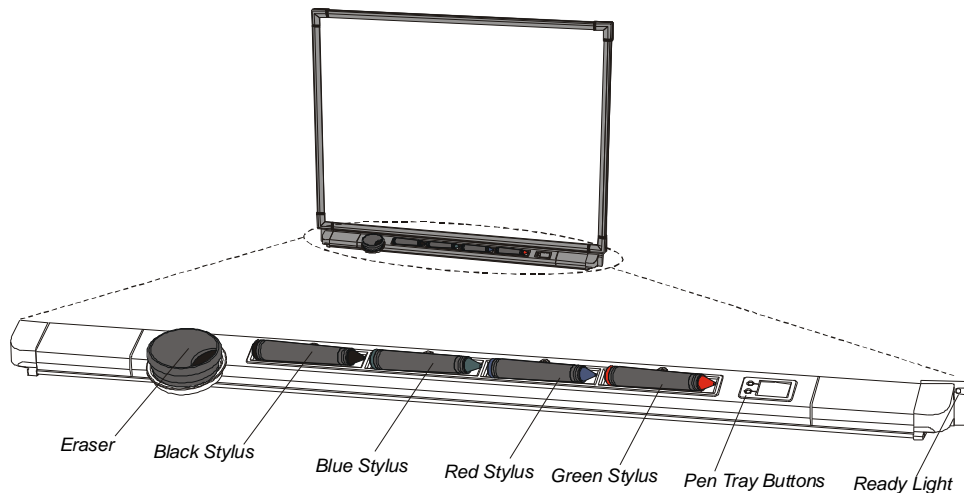
When you touch the whiteboard, you make a connection between two layers of material. This connection point is registered by the computer as the location of your cursor and it will be interpreted as a mouse click or a mark of electronic ink. It may help you to think of your interactive whiteboard as an input device to your computer, just like your mouse or keyboard.

SMART Pen Tray

The Pen Tray consists of:

- four color-coded spaces for the styluses and one space for the eraser. Each space has an optical sensor that identifies when a tool has been lifted from the Pen Tray.
- two programmable buttons. Press the top Pen Tray button to make the SMART Keyboard appear. Press the bottom button to make the next contact with the whiteboard a right-mouse click.

NOTE: The Pen Tray buttons may be customized through the Control Panel in the SMART Board tools. This information is covered in detail later in this workbook.



Ready Light

Your SMART Board interactive whiteboard includes a Ready Light that indicates the current state of your whiteboard.

When the Ready Light is	It means
Flashing between red and green	the Pen Tray is in the process of powering up
Steady red	the Pen Tray is receiving power
Steady green	the Pen Tray is fully operational

Pen Tray Styluses

To write over top of any computer image that is projected on the interactive whiteboard, pick up one of the four styluses from the Pen Tray and write on the whiteboard.

To write in a different color, place the stylus back in its slot and select another. The color recognition comes from the slots in the Pen Tray rather than the styluses themselves. As a result, you must ensure that each stylus is returned to its proper slot (the slot with the corresponding color). This feature also allows you to write with your finger once a stylus has been removed from the Pen Tray.

You can also change the default settings for each Pen Tray tool. The styluses can be reconfigured to alter the thickness, color or opacity (to create a transparent highlighter effect). The size of the Pen Tray eraser can also be changed to suit individual needs, as can the function of the Pen Tray buttons. These changes are made through the Control Panel in the SMART Board tools. Control Panel settings are covered in detail later in this workbook.

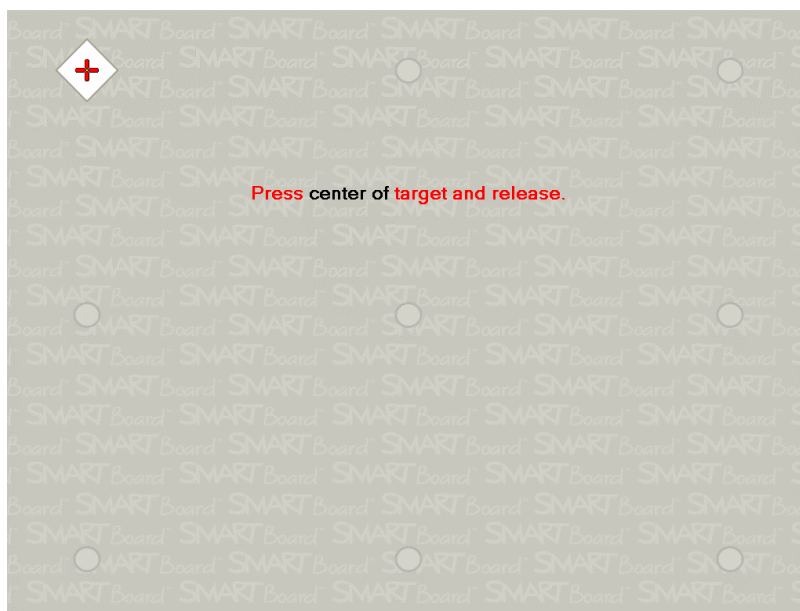
Orienting Your SMART Board Interactive Whiteboard

Since the SMART Board interactive whiteboard is touch sensitive (your finger acts as the mouse), you must orient the whiteboard to give the computer an accurate reference source for determining where projected objects are located on the surface. As an example, after the orientation procedure, the computer will know the exact location of the Windows® Start button as you see it on the screen, thereby ensuring an appropriate response when you press it with your finger. You should orient your interactive whiteboard when setting it up or if it or the projector has been moved since you last used it.

To orient the SMART Board interactive whiteboard:

- 1 Press and hold both Pen Tray buttons until the orientation interface appears.
or
Double-press the SMART Board icon in the Windows System Tray to access the SMART Board tools and press the Orient button.
- 2 Beginning at the upper-left corner of the orientation screen, press your finger or stylus squarely on the center of each cross in the sequence indicated.

You can begin using your SMART Board interactive whiteboard as soon as you're done!

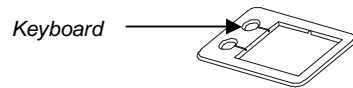


SMART Keyboard

You can add to or edit text objects using the SMART Keyboard.

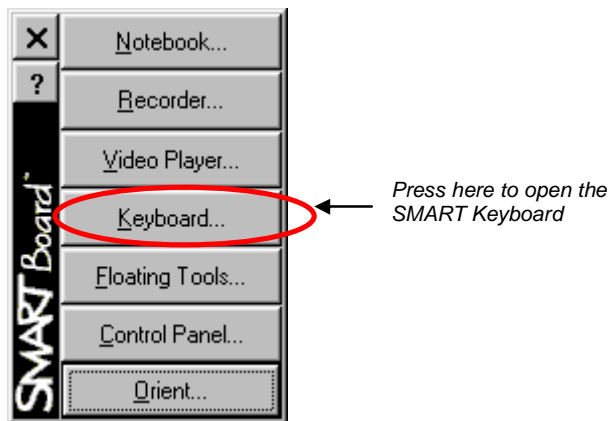
To access the SMART Keyboard:

Press the Keyboard button on the Pen Tray.



or

Press the Keyboard button in the SMART Board tools.

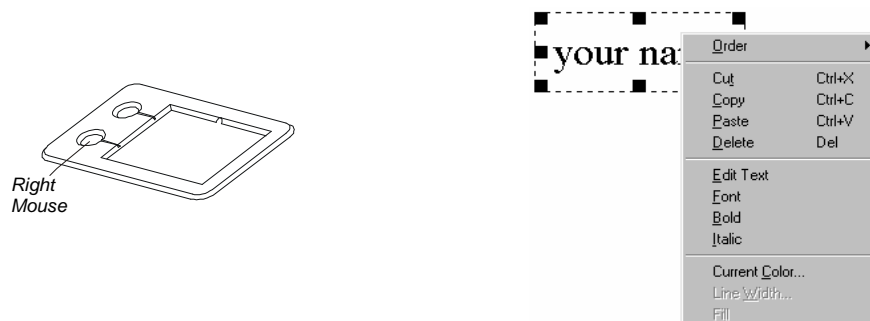


Press the appropriate keys on the SMART Keyboard to enter or edit text objects.



Right Mouse

Press the Right Mouse button on the Pen Tray to have the interactive whiteboard recognize your next press as a right-mouse click. For instance, the right-mouse menu shown below appears when you press the right-mouse button and then press on a text object in SMART Notebook™ software.



Quiz: SMART Board Interactive Whiteboard Hardware Components

- 1 Name the three components required to operate a SMART Board interactive whiteboard in projected mode.

NOTE: All content in this workbook relates to using a SMART Board interactive whiteboard in projected mode. For information on using the whiteboard in non-projected mode, refer to the *SMART Board User's Guide*.

- 2 What indicates that the interactive whiteboard is receiving power? How do you know when the interactive whiteboard is ready to be used?
- 3 What is the default setting for the top button on the SMART Pen Tray?
- 4 Describe two ways to begin the orientation process.
- 5 Describe two ways to access the SMART Keyboard.
- 6 How do you “right-click” on the whiteboard?

Answers: SMART Board Interactive Whiteboard Hardware Components

- 1 You'll need an interactive whiteboard, a computer and a digital projector to operate in projected mode.
- 2 A steady red Ready Light indicates that the interactive whiteboard is receiving power. A steady green Ready Light indicates that the interactive whiteboard is ready to be used.
- 3 The default setting for the top button on the SMART Pen Tray is the SMART Keyboard.
- 4 Press and hold the two buttons on the Pen Tray **or** press the Orient button in the SMART Board tools to begin the orientation process.
- 5 Press the top button on the Pen Tray **or** press the Keyboard button in the SMART Board tools to access the SMART Keyboard.
- 6 Press the Right-Mouse button on the Pen Tray to have your next press on the whiteboard be recognized as a right-mouse click.



Working with Applications on Your SMART Board Interactive Whiteboard

When you've completed this module, you'll be able to:

- **Access applications from the interactive whiteboard**
- ***Create and capture* annotations and highlight important information using the Floating Tools**
- ***Capture* your annotations**
- ***Insert* your annotations as graphics or text into Microsoft® Word or Excel software**
- ***Present* a PowerPoint slide show on the interactive whiteboard**

Working with Applications on Your SMART Board Interactive Whiteboard

SMART Board interactive whiteboards can be used with any computer application. If the application runs on your computer, you can use your whiteboard to work with the application.

Your Finger Is Your Mouse

A press on the SMART Board interactive whiteboard equals a left-mouse click. To ensure that your press has the desired effect, it is important to properly orient your whiteboard.



A press with your finger equals a left-mouse click

Accessing Your Applications

Applications may be accessed in the same way as on a desktop computer. The only difference is that you use your finger instead of your mouse to select and open files or applications. To perform a right-mouse click, press the Right-Mouse button on the SMART Pen Tray and then press on the desired object. Use the SMART Keyboard to enter text. For example, you might use the SMART Keyboard to enter data into a spreadsheet.

Writing and Erasing

Use the styluses and eraser from the SMART Pen Tray to make notes in electronic ink over top of any application. The interactive whiteboard recognizes the last tool removed from the Pen Tray as the tool you want to use. For example, if you already have a stylus in your hand when you pick up the eraser, the whiteboard will assume you want to erase.

Accessing the SMART Board Tools

The SMART Board tools provide quick access to the functions that help you operate the interactive whiteboard more effectively. Access the SMART Board tools by double-pressing the SMART Board icon in the Microsoft Windows System Tray. If the SMART Board icon does not appear in your System Tray, press **Start**, **Programs**, **SMART Board Software**, and select **SMART Board Tools**. The SMART Board tools provide ready access to a variety of tools, including the Floating Tools.

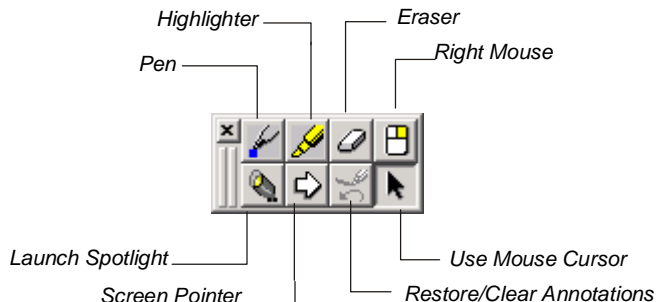


NOTE: More details about the SMART Board tools and their functions will be covered later in this workbook.

Floating Tools

The Floating Tools is a portable, customizable palette of tools that, when opened, floats over all applications on your interactive whiteboard and allows you to perform a wide variety of operations.

The default Floating Tools palette offers features that you won't find in your Pen Tray and that you may find indispensable, such as a large screen pointer (for presentations), a highlighter, a spotlight and a tool for clearing and restoring annotations.

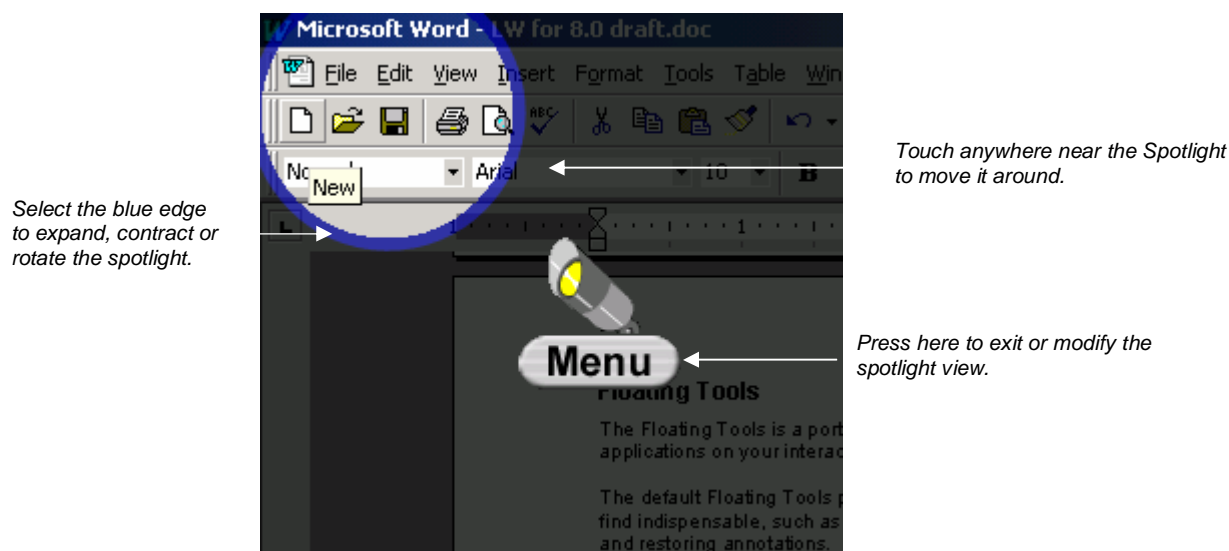


Highlighting Information

When many people read documents, they often use a highlighter to emphasize important information. Similarly, when using applications on a SMART Board interactive whiteboard, you may want to highlight specific information for the group. The Floating Tools palette includes a Highlighter that can be used to highlight on-screen information. Of course, you can also use a stylus from the Pen Tray or the Pen tool from the Floating Tools to circle or underline important information.

Spotlight

The Launch Spotlight tool provides a way of focusing attention on a certain part of the screen. Your spotlight can be a circle (as shown), square, frame or star of any size. You can also change the level of transparency of the shaded area of the screen. Select the menu button to change the shape of your spotlight, set the transparency level or exit the Spotlight view.






Capturing Annotations

When you pick up a stylus to write over top of applications other than Microsoft Word, Excel, or PowerPoint® software, the Save/Print toolbar automatically appears. The Save/Print toolbar can be used to capture annotations into SMART Notebook software.



Save/Print Toolbar

Tool	Function
	Captures annotations and background into Notebook software
	Captures a screen area you've defined using your finger
	Sends annotations and background to the default printer

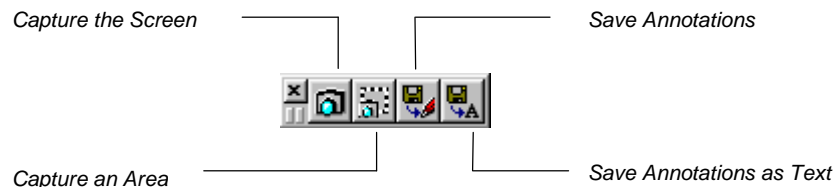
If the Floating Tools are open, the Save/Print toolbar will appear in the bottom row of the Floating Tools palette once a stylus is removed from the Pen Tray, or when the Pen tool is selected from the Floating Tools.

Inserting Annotations into Word and Excel Files

When you write on the interactive whiteboard while using Microsoft Word or Excel software, you can capture your annotations into SMART Notebook software or insert your notes as a graphic or as text into your document or spreadsheet.

NOTE: Supported versions include Microsoft Word 97, 2000, and XP and Excel 97, 2000, and XP.

When you pick up a stylus in Word or Excel software, the Capture/Save toolbar will appear. This looks similar to the Save/Print toolbar.



You can use these tools to save annotations into the current document as either an object or typed text.


To save your annotations as a graphic or typed text:

- 1 Press to position the cursor where you want to insert the text or object in the document or spreadsheet.


- 2 Pick up a Pen Tray stylus. If it isn't already open, the Capture/Save toolbar will appear.

or

Select a writing tool from the Floating Tools palette. In this case, the Capture/Save toolbar will appear as the bottom row of the Floating Tools palette.

- 3 Press the  button to convert your handwriting to typed text and insert it into the document or spreadsheet.

or

Press the  button to insert your handwritten note or drawing as an object into the document or spreadsheet. Each pen stroke will be inserted as a separate object. You can then use the Drawing toolbar to group, arrange and otherwise manipulate these objects.

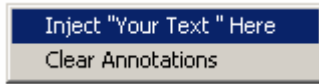
NOTE: In Microsoft Word software, annotations can only be inserted in page layout view. If you're not already in page layout view, a message will appear asking if you'd like to switch to that view. Click the Yes button.

Your annotations will become part of the document or spreadsheet and will be saved with the file.

Inserting Annotations as Text into Other Applications

When you pick up a stylus and write over most applications, you can insert your handwritten text into the underlying application as typed text.

- 1 Make an annotation. Do not return the stylus to the Pen Tray.
- 2 Press on the annotation you want to inset into the application and hold for approximately three seconds. A drop-down menu will appear, allowing you to insert the text equivalent of your annotation at the cursor-insertion point in the application.



NOTE: “Your Text” always represents your annotation. So if you write “Apple,” and press on the whiteboard for three seconds, the menu will show Inject “Apple” Here.

- 3 Select **Inject “Your Text”** Here.

Presenting with PowerPoint Software on a SMART Board Interactive Whiteboard

In this module, you'll explore the topic of presenting on a SMART Board interactive whiteboard. You'll learn how to navigate a PowerPoint slide show as well as how to use styluses and the Floating Tools to make notes on PowerPoint slides. You'll also learn how to save or print annotations with the underlying slide.

PowerPoint Software on a SMART Board Interactive Whiteboard

The SMART Board interactive whiteboard has several tools for navigating and emphasizing information when using PowerPoint. Use a stylus from the SMART Pen Tray, or one of the Floating Tools, to annotate or emphasize information during your slide show. Once you've finished, you can advance to the next slide and the annotations you made will disappear. Or, you have the option of saving your slide with the annotations, either in PowerPoint or in Notebook software.

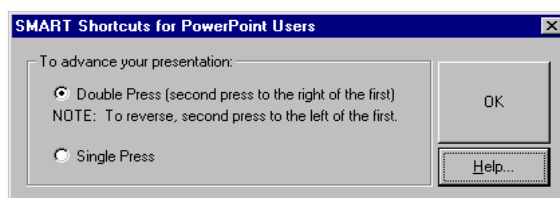
SMART Shortcuts for PowerPoint Software Users

When you open PowerPoint in Slide Show view on a SMART Board interactive whiteboard, you'll notice that the *SMART Shortcuts for PowerPoint Users* dialog and the three-button toolbar appear.

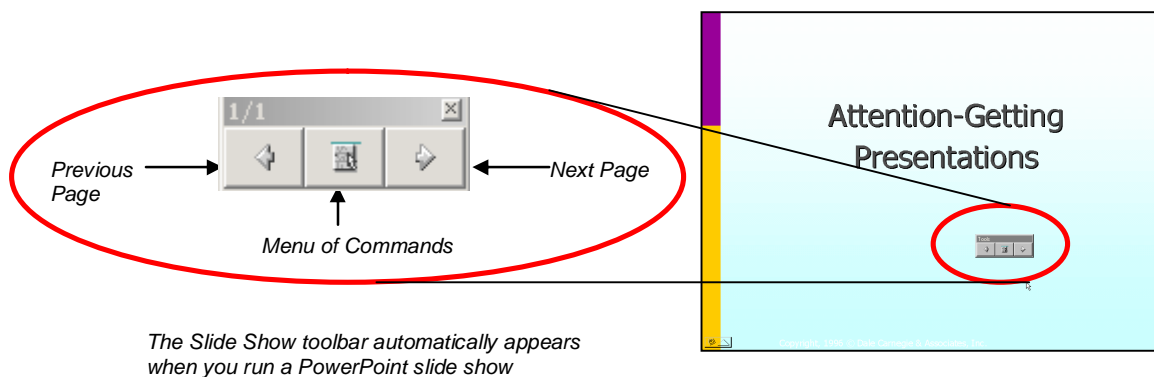
As indicated in the *SMART Shortcuts for PowerPoint Users* dialog, the default setting for slide navigation is the Double Press. This enables you to move forward through a slide show by pressing twice on the whiteboard, making the second press to the right of the first. To reverse through the slide show, simply make the second press to the left of the first.



Use your finger to navigate between PowerPoint slides



You can also use the Slide Show toolbar to move through your slide show. The two arrow buttons allow you to navigate forward and backward through the presentation. The middle button provides access to a menu of commands, including options to save annotations, access the PowerPoint menu or end the slide show.



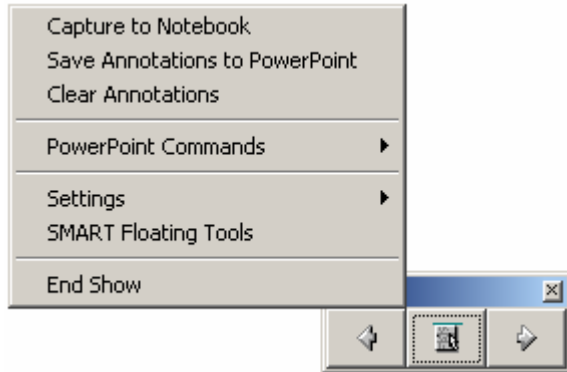
Saving Annotations Made in PowerPoint Software

SMART Board interactive whiteboard users have two options when saving annotations made over PowerPoint slides. You can:

- save the annotations and the PowerPoint slide to a Notebook file
- save the annotations into your PowerPoint file

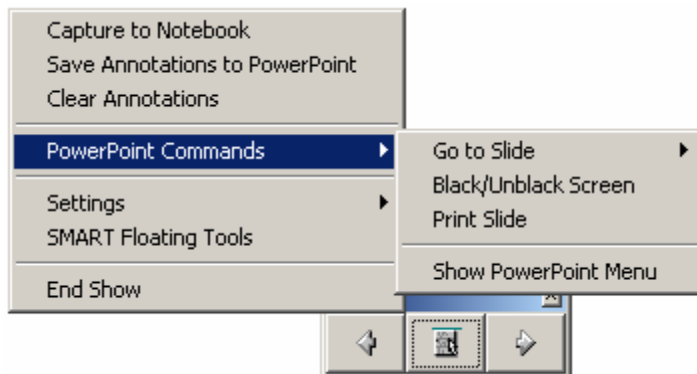
The standard way to save notes is in Notebook software. When notes are saved in Notebook software, they can be converted to text, moved and fully edited.

When notes are saved directly into a PowerPoint file, they become objects that can be moved, cut or pasted. Save your notes directly into PowerPoint if you want them to appear as part of the slide show. When you close the PowerPoint file after the presentation is over, you'll be prompted to save the file.



To capture your annotations and the slide background in SMART Notebook software, select **Capture to Notebook**. To save your annotations into the PowerPoint file, select **Save Annotations to PowerPoint**.

PowerPoint-specific commands have been grouped in a submenu under PowerPoint Commands (see below).

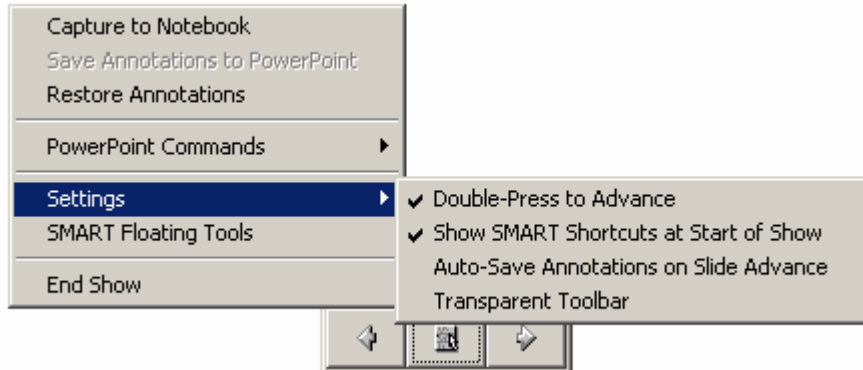


Select **Go to Slide** to quickly navigate to various slides in your presentation. When you select **Black/Unblack Screen**, the SMART Board interactive whiteboard is blacked out and the presentation is paused. Select this option again or double-click to resume the slide show. Select **Print Slide** to print the current slide with your annotations to a connected printer.

Select **SMART Floating Tools** to open the floating tools.

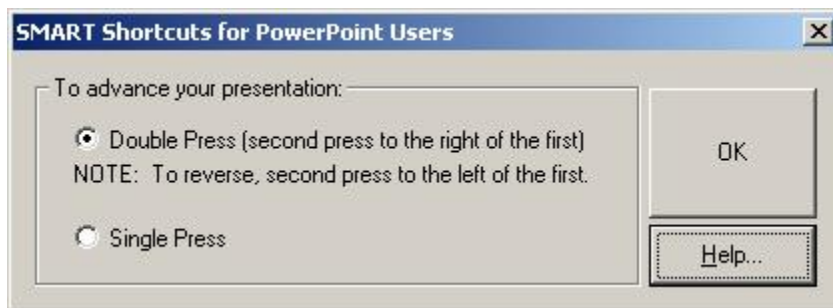


You will also notice a **Settings** submenu with the following options:



Select **Double-Press to Advance** to navigate between slides by double-pressing on the interactive whiteboard. Deselect to navigate by pressing once on the whiteboard.

Select **Show SMART Shortcuts at Start of Show** to see the following dialog box whenever you start a presentation:







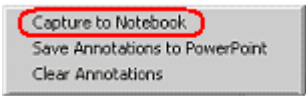
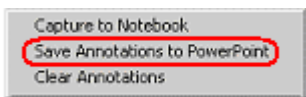


Select **Auto-Save Annotations on Slide Advance** to automatically save annotations into the PowerPoint file whenever you navigate to a different slide.

Select **Transparent Toolbar** to make the Slide Show toolbar transparent so that annotations can be seen under the toolbar.



Capturing Annotations Summary Chart

Tool	Function	Applications			
		Word	Excel	Power Point	Other
	Captures annotations and background into Notebook software	ü	ü	ü	ü
	Captures a screen area you've defined using your finger to Notebook software	ü	ü	ü	ü
	Sends annotations and background to the default printer	ü	ü	ü	ü
	Converts annotations into typed text and inserts it into the document or spreadsheet	ü	ü	ü	ü
	Inserts annotations as an object into the document or spreadsheet	ü	ü	ü	ü
	Accesses a menu to capture annotations to Notebook software, or save annotations into the PowerPoint slide show	ü	ü	ü	ü
	Captures annotations and PowerPoint slide background to Notebook software	ü	ü	ü	ü
	Captures annotations into the PowerPoint slide show	ü	ü	ü	ü

Quiz: Working with Applications on Your SMART Board Interactive Whiteboard

- 1** Describe two ways to open your Web browser or any other Windows-based application using a SMART Board interactive whiteboard.
- 2** Which of the Floating Tools is most valuable when highlighting information? Why?
- 3** Describe the function of each of the buttons of the Save/Print toolbar.
- 4** Describe how to capture your annotations and screen images into Notebook software.
- 5** Which button of the Save/Print toolbar must be used in order to allow you to convert your handwriting to text?

Answers: Working with Applications on Your SMART Board Interactive Whiteboard

- 1 Open applications on your SMART Board interactive whiteboard in the same way that you open applications at your desktop computer. The only difference is that you press the whiteboard instead of clicking with your mouse. To open any application, press **Start, Programs**, and select the application you'd like to open or double-press the desktop icon for that application.
- 2 Your answers will vary.
- 3 The Save/Print toolbar has screen capture, area capture and print buttons.
- 4 Press the Camera button in the Save/Print or Capture/Save toolbar to capture the screen (i.e., capture the annotations and background into Notebook software).

NOTE: The Save/Print or Capture/Save toolbar appears automatically when you remove a stylus from the Pen Tray or select the Pen, Highlighter, Eraser or Draw Filled Rectangle tool from the Floating Tools.

- 5 The screen capture (i.e., Camera) button must be used to capture any handwritten electronic ink you'd like to convert to text in Notebook software.



Using SMART Notebook Software

When you've completed this module, you'll be able to:

- 🎯 **Use the toolbars and menus in Notebook software to create and enhance objects and navigate between the pages in your file**
- 🎯 **Create, move and *change the color* of objects within a Notebook file**
- 🎯 **Insert and create templates in Notebook software**
- 🎯 **Export the contents of a Notebook file in a variety of formats**

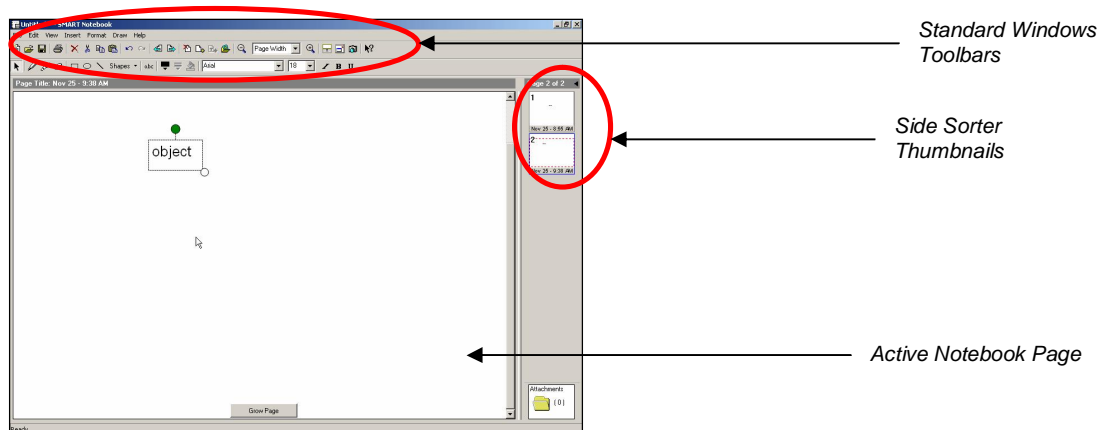
Using Notebook Software

SMART Notebook software is an object-oriented application you can use to create, organize and save notes – either on a SMART Board interactive whiteboard or at your desktop computer – and then send those notes to a printer.

Notebook Page in Whiteboard View

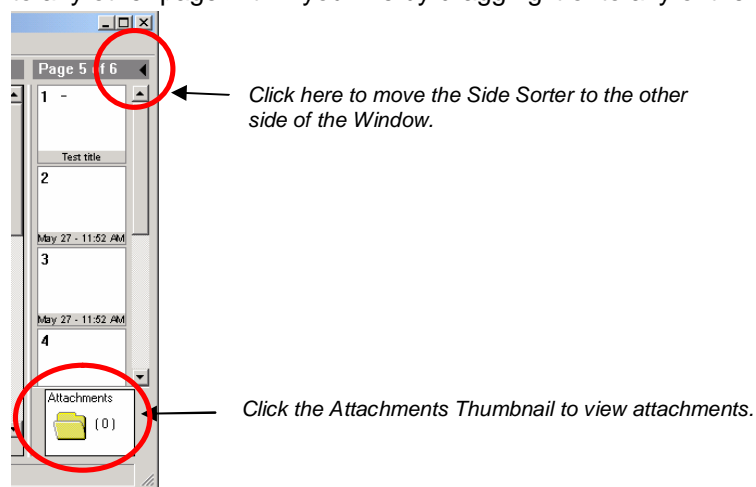
Each Notebook file contains blank whiteboard pages that can be filled with objects. Handwritten notes, typed text, graphics and clip art are all examples of objects that can be added to your Notebook file. One of the key features of Notebook software is that you can add as many pages as you need to capture the required information. Each Notebook page is surrounded by a toolbar, menu items and a Side Sorter – all of which help you work with objects in your Notebook file. You can increase the size of a Notebook page by clicking on the **Grow Page** button at the bottom of the page.

With Notebook software, you can easily move, copy and insert information within the same page or from one page to another. Objects can also be grouped, resized, rotated and reformatted, and handwritten notes can be converted to typed text.



Side Sorter

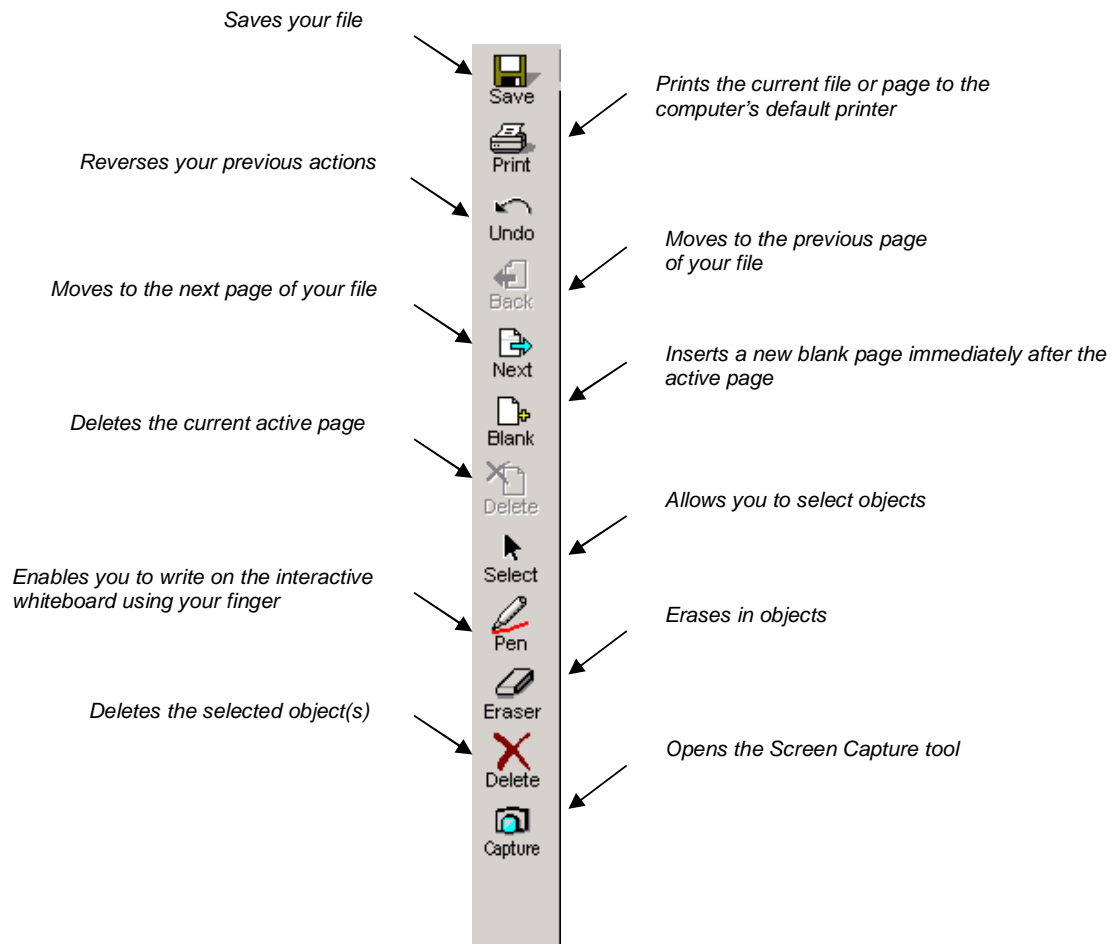
The Side Sorter shows a thumbnail image of each page of the current Notebook file. To navigate to any page within your file, simply press on its thumbnail image. You can move an object from the active page to any other page within your file by dragging it onto any of the thumbnail images.



The Side Sorter can be positioned on either side of your Notebook page. You can also drag the inner edge of the Side Sorter to view all of the pages within your file. To reorder your Notebook pages, simply press and drag any thumbnail to a new location on the Side Sorter.

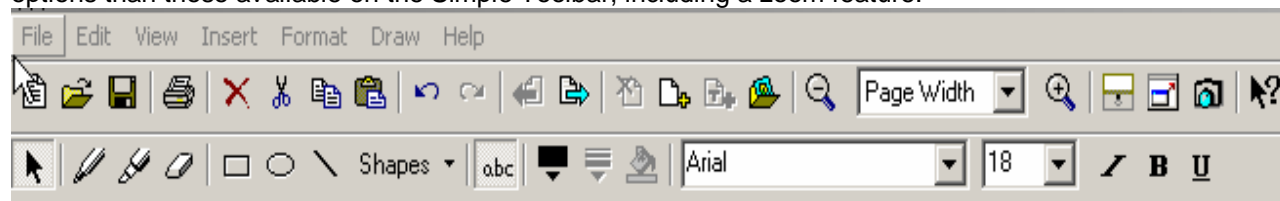
Simple Toolbar (with Big Buttons)

The Simple Toolbar gives you access to the basic functions of Notebook software. Select **View, Simple Toolbar** to use the Simple Toolbar.



Standard Windows Toolbars

The Standard Windows Toolbars are the default toolbars for Notebook software. They provide more options than those available on the Simple Toolbar, including a zoom feature.



Menus

Notebook menus provide access to many of the same tools and features found on the Simple Toolbar and Standard Windows Toolbars, as well as some tools that are not available through either toolbar. For example, the Insert Menu allows you to insert a picture from file, or a picture from an attached scanner, directly into your Notebook file.



Menu Item	Access this menu to
File	<ul style="list-style-type: none"> • open new or existing files • export content to a variety of file formats • print files or modify print settings
Edit	<ul style="list-style-type: none"> • undo or redo previous actions • cut, copy, paste or delete selected objects or all objects on the page • add a page title to your Notebook page
View	<ul style="list-style-type: none"> • change the current view (Whiteboard, Page Sorter, Attachments or Full Screen) or toolbars • launch screen capture, screen shade or gallery tools • use zoom to magnify or reduce your view of page contents
Insert	<ul style="list-style-type: none"> • add blank page(s), templates, clip art, graphics files or hyperlinks
Format	<ul style="list-style-type: none"> • change font properties (type, size, bold, italic), color, line width, fill, background color or transparency
Draw	<ul style="list-style-type: none"> • create rectangles, ellipses, lines, shapes and text • select, reorder, group or ungroup objects • access Pen or Highlighter tools
Help	<ul style="list-style-type: none"> • access online tutorials or information about Notebook software

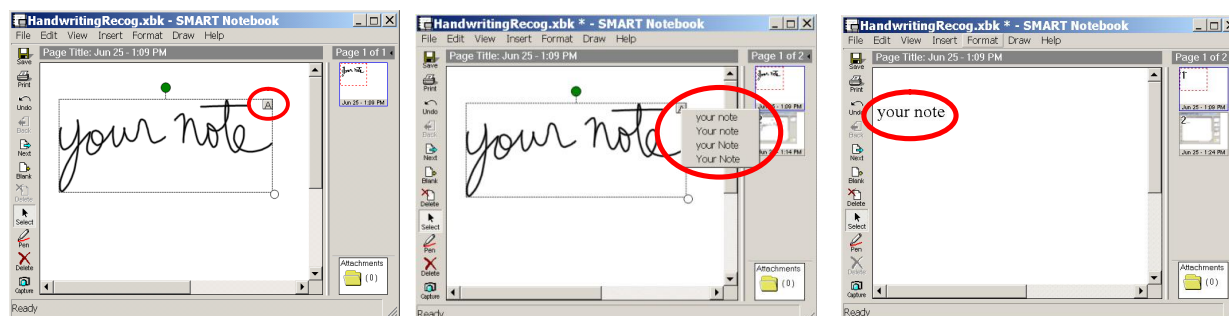
Microsoft Windows users will be familiar with most of these menu items. Many are common to Windows-based applications. You are encouraged to experiment with all aspects of the Notebook software interface, including the toolbars and menu items, to familiarize yourself with these functions.

Creating and Editing Content with Notebook Software

Notebook software is an object-oriented software application. This means that you can move and change the characteristics of the objects you add to your Notebook file. Notebook software also provides a variety of methods for capturing information. It will accept screen and print captures, graphics files and images from scanners.

Handwriting Recognition

Once you've used a stylus from the Pen Tray, or the Pen tool, to add handwritten text to your Notebook software application, you have the option of having your handwriting recognized as text. Press the "A" icon in the top-right corner of the text object to convert your handwriting to text. Choose the conversion alternative you want from those listed and your handwriting will be converted to text.



Converting your handwriting to text

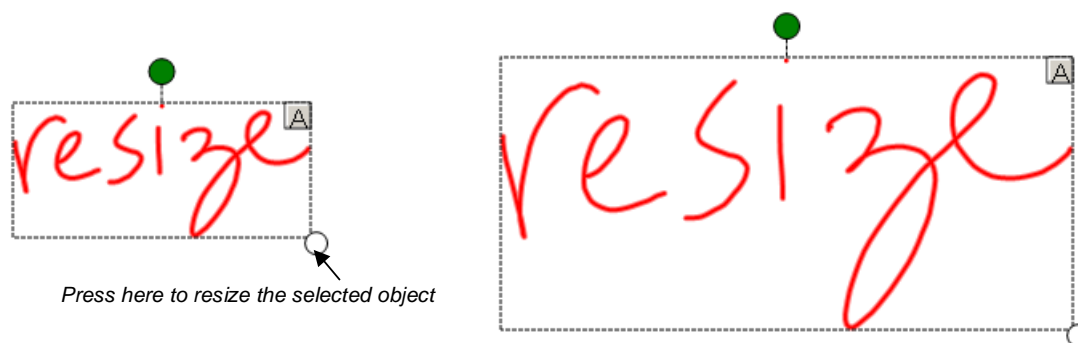
NOTE: Handwriting recognition only works when using Notebook software on a SMART Board interactive whiteboard.

Changing the Characteristics of Objects in Notebook Software

Notebook software allows you to change the characteristics of objects you've added to your file. To begin, press any object on your Notebook page and it will be surrounded by a selection box.

Resizing Objects

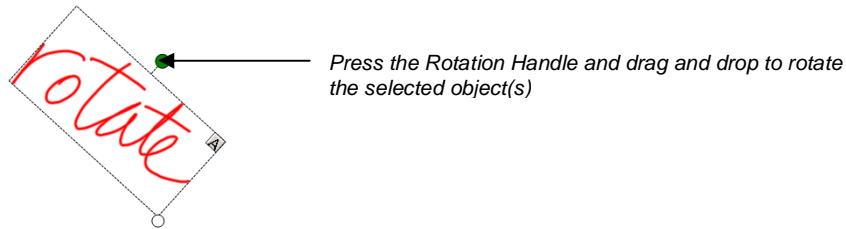
Resize an object by selecting the circular grab handle at the bottom right of the selection box, then dragging your finger to expand or contract the object.



Press here to resize the selected object

Rotating Objects

Notebook software also allows you to rotate the objects in your file. Rotate an object by selecting the Rotation Handle (the green circle at the top of the selection box) and then dragging your finger around to the right or left.



Rich Text Editing

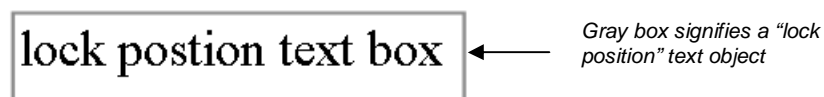
Notebook supports rich text editing. For instance, you may want to emphasize the information in your Notebook file with different fonts and colors.

this is an *example* of **rich** text

Locking the Position of Text Objects

You can create a form within your Notebook file by locking blank text boxes in position. Select **Draw, Text** to create a blank text box with your next press. Use the selection box to drag the blank object to the desired width. Right-mouse click on the text box and select Lock Position or select **Format, Lock Position** to anchor that blank text box in place.

You can lock any text object in place. A gray box surrounds the text object, indicating that it has been locked in place. Once locked, text objects may be resized, rotated and edited; however, they may not be moved on or between pages until they are unlocked.



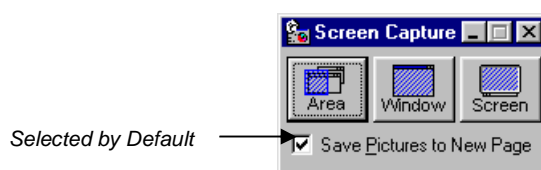
Importing Images

You have a number of choices when it comes to adding content to your Notebook file. You can:

- capture application windows plus your annotations into a Notebook file using the Save/Print toolbar or the Capture/Save toolbar, depending on the application with which you are working
- capture entire screens, windows or screen regions using the Screen Capture tool
- print entire multi-page Windows files directly into a Notebook file with the Print Capture function
- use the Insert menu to import an image directly from an attached scanner into a Notebook file
- use the Insert menu to import graphics or clip art directly into a Notebook file
- cut or copy either text or graphics to the clipboard and then paste the contents into a Notebook file




Screen Capture

The Screen Capture toolbar allows you to capture a picture of a full screen, a window or a portion of a screen to a Notebook page. To access the Screen Capture toolbar, press the Capture button on the Simple Toolbar or select **View, Screen Capture**.



The default setting will save each screen capture to a new Notebook page. To save your screen capture(s) to the current page, de-select the **Save Pictures to New Page** check box. With this check box de-selected, each newly captured image will be “stacked” in the top-left corner of the current Notebook page.

NOTE: The Screen Capture toolbar will float over all open applications.

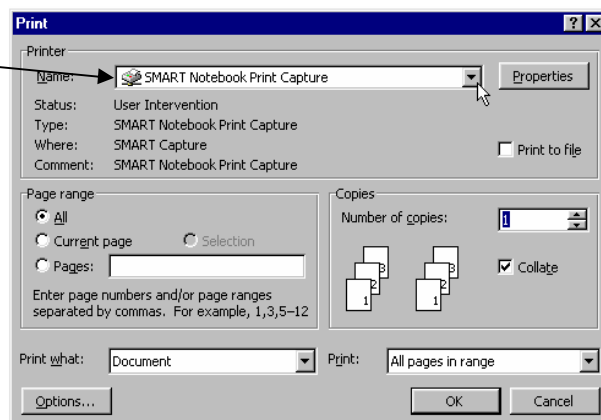
Tool	Function
	Press and drag to outline the area you want to capture. Release pressure once the area is selected.
	Press within the window you want to capture. Release pressure once the desired window appears as a hatched area.
	Navigate to the screen you want to capture and press on it to make it the active screen. Press the Screen button.

Print Capture

Print Capture allows you to add entire multi-page files from other applications to the end of the current Notebook file. All pages of the imported file can be immediately viewed – one printed page per Notebook page.

Notebook software must be open to accept a SMART Notebook Print Capture. To Print Capture a document, open the associated application and select **File, Print**. When the *Print* dialog appears, select **SMART Notebook Print Capture** from the drop-down menu of available printers. Press OK to begin the Print Capture.

Select SMART Notebook Print Capture from available printers

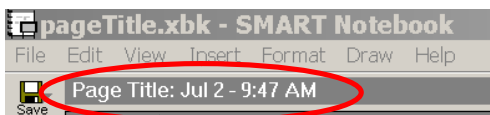


Working With the Information in Your Notebook File

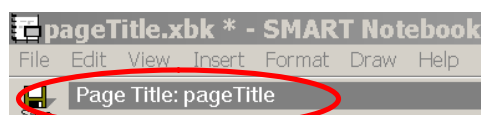
SMART Notebook allows you to customize the information you've added to your file. The next section discusses some of the features and functions available when working with the information in your Notebook file.

Page Titles

Each page in your Notebook file is titled with a date and time stamp by default. To rename the page, simply click in the title area at the top of the page and type a new title. You can also select **Edit, Page Title**.




Date and time stamp for page title by default

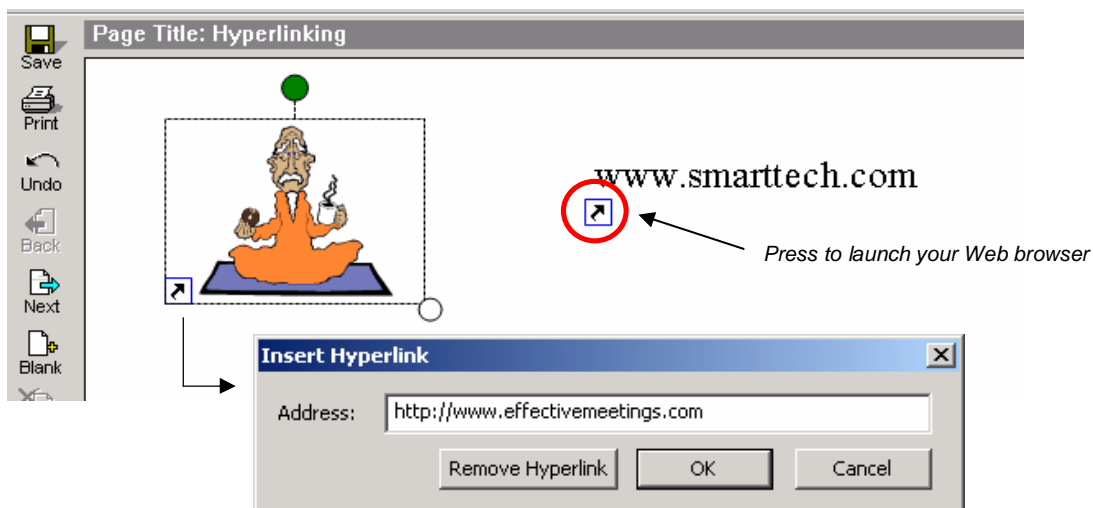


Page title changed to reflect page content

Hyperlinks in Notebook Software

Notebook software supports hyperlinks. You can associate a hyperlink with any object you've added to your Notebook file. Enter a full Internet address (e.g., <http://www.smarttech.com>) and an active link will be attached to the text object. Press  to launch your Web browser.

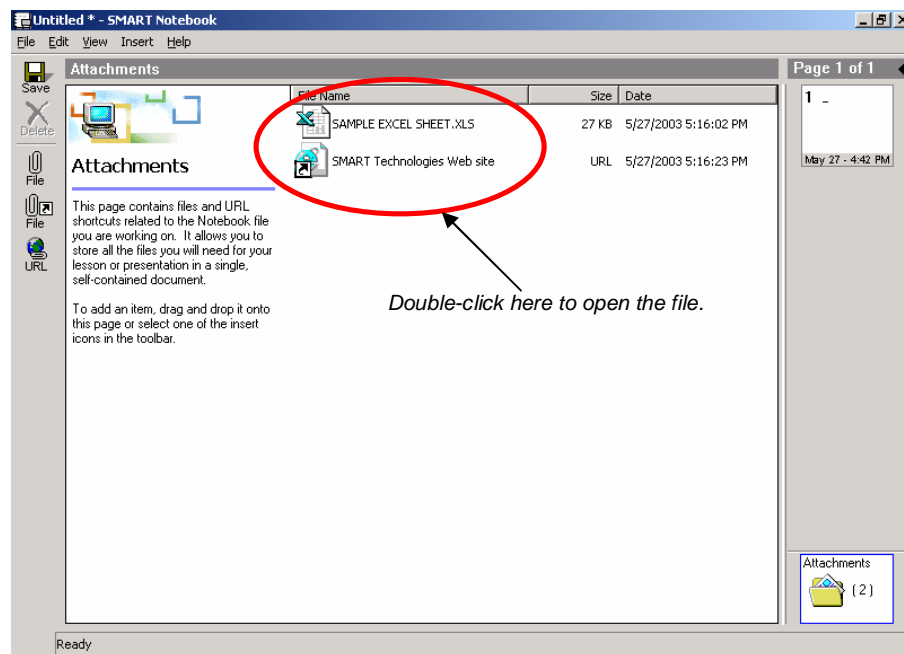
You can also associate a link with any other object in your Notebook file. Simply right-mouse click on the selected object, select Hyperlink, and type the URL.



Creating and Viewing Attachments

You can attach files, links to files or links to Internet Web pages to your Notebook file. Select **View, Attachments** or click on the Attachments Thumbnail at the bottom of the Side Sorter to add or edit files or hyperlinks attached to your Notebook file.

Use the buttons on the left side of the Attachments view or select Insert and then choose to insert a copy of a file, a file shortcut or a URL. Browse to the file location to insert a file or a shortcut, or enter a URL. To open the file or Web site, simply double-click the name of the file.




Gallery Collections

With a Gallery collection, you can quickly develop and deliver a lesson or presentation that is rich in graphic detail. The Gallery function of Notebook software organizes page templates and images in collections of related materials. Open a collection, and then use its page templates as background images and place its images anywhere in your Notebook file.

For example, a math teacher could use a collection to place images of shapes over a page template that looks like graph paper and students could measure the shapes using an image of a transparent protractor – all by working with the same collection.

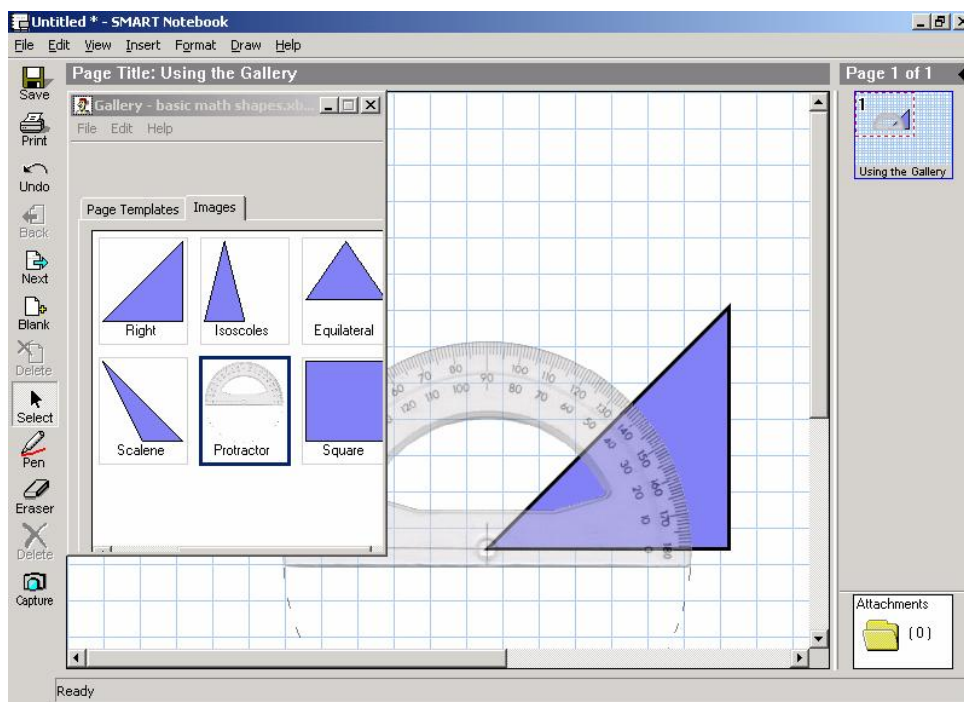
You can use one of the collections included with Notebook software, modify a collection to suit your individual needs or assemble a new one.

Opening a Gallery Collection

Press  (default view) or select **View, Gallery** (Simple Toolbar view) to open the *Gallery* dialog box. Select **File, Open** and browse to the directory in which you have your collections.

Inserting Templates and Images from a Gallery Collection

To use a Gallery template as your page background, click the Page Templates tab, then drag a template thumbnail onto the current page in the Whiteboard view. Click the Images tab to see images that may be useful to you on that page. Drag any image onto the current page.



Creating Templates

If there are page layouts you use often, you can preserve them by saving them as Templates. You can also save a group of page templates along with corresponding images as a Gallery collection.

To save a Notebook page as a template file:

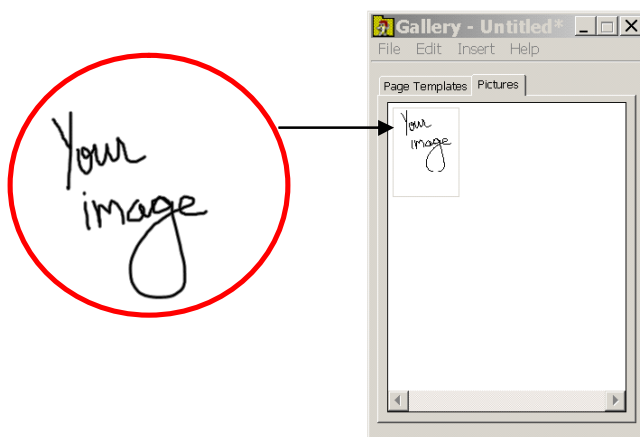
- 1 From the **File** menu, select **Save Page As Template**. The *Save As* dialog will appear.
- 2 Select the folder in which you'd like to save your template file.
- 3 Type a name for the template in the **File Name** field.
- 4 Press the **Save** button.

Assembling New Gallery Collections

You can create new collections by importing templates and corresponding images. From the *Gallery* dialog box, select **File, New**. Select **Edit, Import Image** or **Edit, Import Template** to find an existing image or template and import it into the Gallery area. Once you've imported all of the files you want, save your collection by selecting **File, Save** and completing the *Save* dialog box.

You can import any collection into an existing collection using the *Import Additional Collection* feature under the *Edit* menu. You might do this to have related templates and images easily available to you. For example, a K-12 math teacher may have a collection of shapes for younger grades, and may wish to add those shapes to a geometry collection to teach the formulas for area and parameter to older students.

You can add *any* object to the Gallery by dragging and dropping it from your Notebook file.



Drag and drop to add to the Gallery

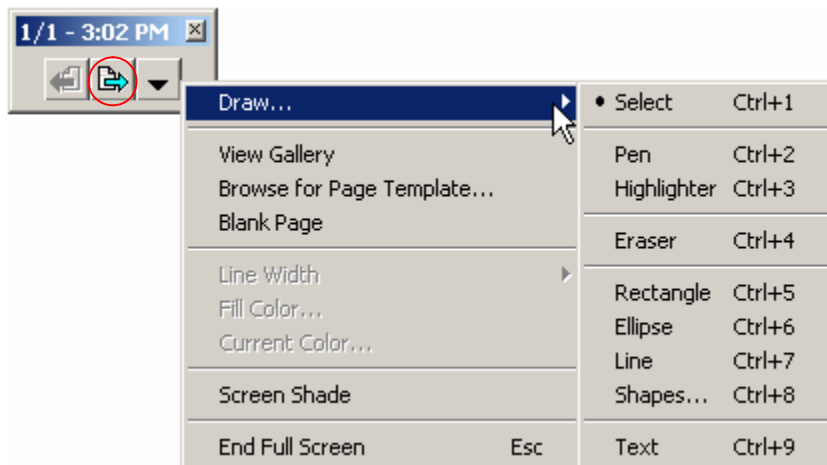
Presenting Information With Notebook Software

Notebook software is an effective presentation medium. There are a number of features and functions built into the application which are useful to presenters using Notebook software on a SMART Board interactive whiteboard.

Full Screen View

Full Screen is the optimal view for delivering a presentation. It lets people see your presentation without the distraction of toolbars, menus and the Side Sorter. Use the Full Screen toolbar to navigate through the contents of a presentation and access menu commands.

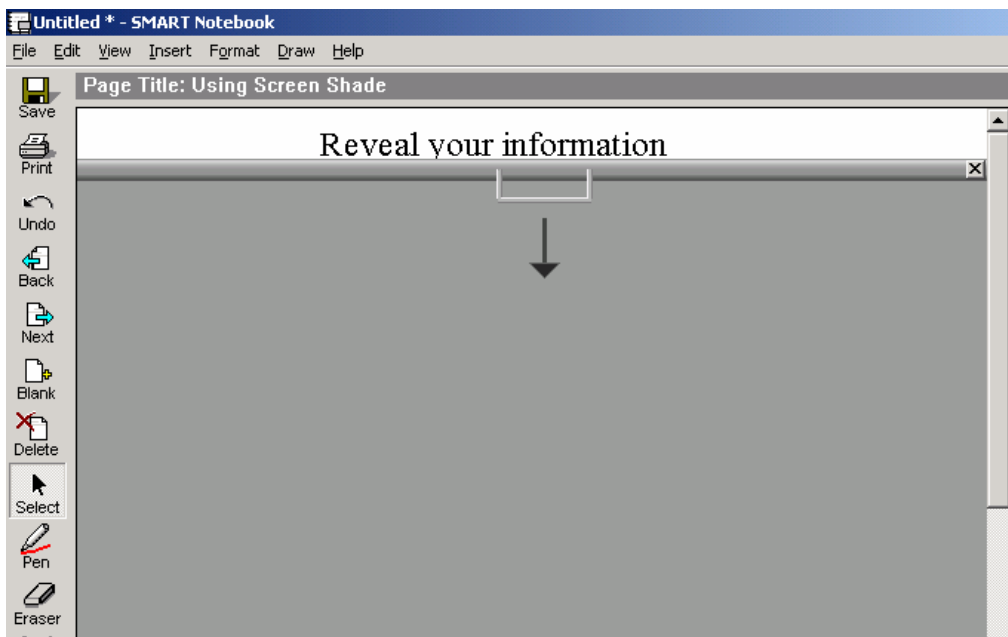
The Full Screen button in the center of the toolbar enables you to access a menu that includes commands for ending Full Screen view, accessing drawing tools, opening a Gallery collection and formatting objects.



NOTE: If you accidentally close the Full Screen toolbar, you can return to Whiteboard view by pressing the Esc key on the keyboard.

Screen Shade

Use the screen shade to focus the attention of your audience. With this feature, you can insert a pull-down shade over the current page and gradually drag the shade to reveal the underlying text and graphics. Select **View, Screen Shade** to hide information on your Notebook page. Use your finger to drag the shade downwards as you reveal your information.



Sharing Your Notebook File

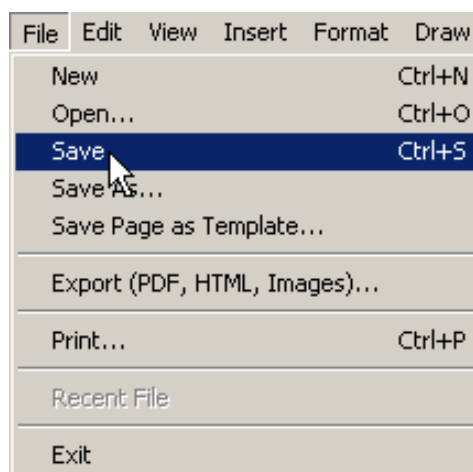
Notebook software provides several options for sharing the contents of your file with others. Saving your files as Notebook files will ensure that colleagues are able to access content and make and save changes. Of course, this requires that Notebook software is installed on the other computers.

Printing

To print the contents of your Notebook file, simply press the Print button or select **File, Print**. You'll see the same *Print* dialog that appears when you print other documents. Press OK to send your file to the default printer. You can choose any of the available printers by pressing the drop-down menu and selecting the printer you'd like to use. Set your printing preferences as you normally do and press OK to send your print job to the printer.

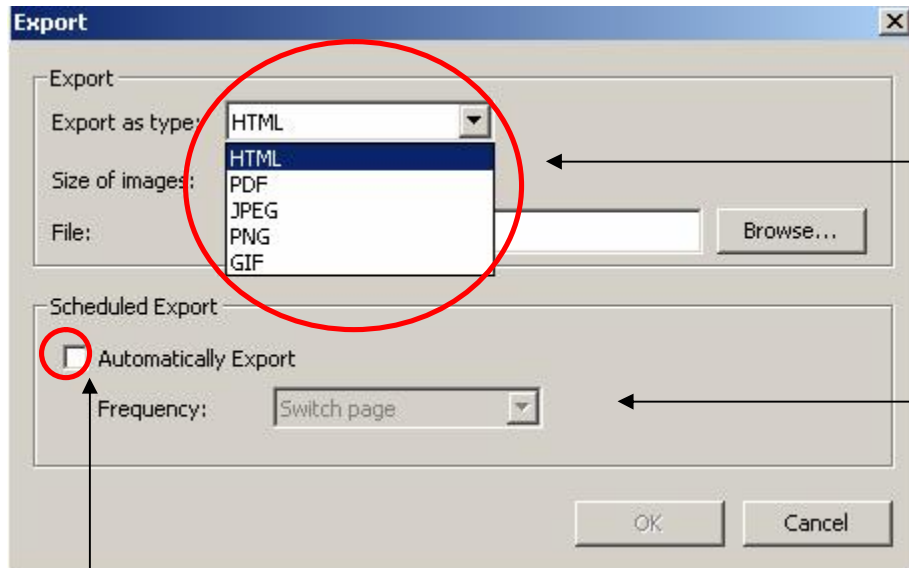
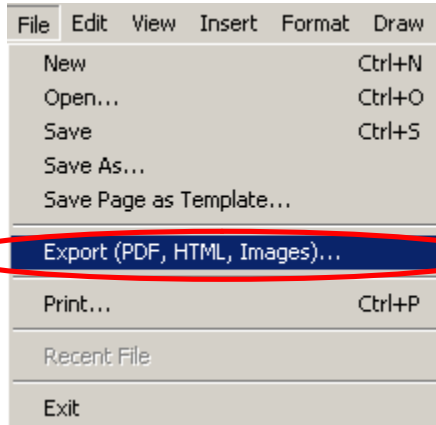
Saving Your Notebook File

The first time you save your Notebook file, you'll see the *Save* dialog. Subsequent presses of the *Save* button, or selection of the **Save** function under the **File** menu, will save any changes to the same Notebook file.



Exporting your Notebook File

You can export your Notebook file in a variety of digital formats. For example, you can export the contents of your file as a series of image or HTML files, or as a PDF file. The Export function is useful if you want to share information with users outside your organization. Select **File, Export** and select the file format to be used, then press OK.



Check this box to automatically export the contents of your Notebook file

Automatically Exporting your Notebook File

You can automatically export your Notebook file at a specific time interval or whenever you open a different page. **Select File, Auto Export** and complete the dialog, identifying how frequently you want the export to occur, your preferred export type and the directory location of the file.

Quiz: Notebook Software

- 1 List two ways to add a text object to a Notebook page.
- 2 Describe how to move objects on and between Notebook pages.
- 3 Name the toolbars available to Notebook software users.
- 4 How do you access the Screen Capture toolbar?
- 5 Describe a benefit of using Print Capture to bring information into a Notebook file.
- 6 Describe how to save your Notebook file as a PDF file.

Answers: Notebook Software

- 1 You can add text objects to a Notebook file in several ways. For example, you can add text objects using the SMART Keyboard, the keyboard attached to the computer, or by handwriting recognition of words written with a stylus from the Pen Tray, the Pen tool in Notebook software or some of the Floating Tools.
- 2 Drag and drop to move objects on and between Notebook pages.
- 3 The Simple Toolbar and the Standard Windows Toolbars are available to Notebook software users.
- 4 To access the Screen Capture toolbar, press the Capture button on the Simple Toolbar or select **View, Screen Capture**.
- 5 Print Capture allows you to capture an entire file into Notebook software rather than simply what appears on one screen.
- 6 Select **File, Export, PDF** to save a Notebook file as a PDF file.



Advanced Concepts with SMART Board Tools

When you've completed this module, you'll be able to:

- 🎯 ***Access and use the SMART Board tools***
- 🎯 ***Add tools to the Editable Floating Toolbar and create a user profile***
- 🎯 ***Modify the SMART Pen Tray settings and the SMART Board interactive whiteboard settings***
- 🎯 ***Create a video with SMART Recorder***
- 🎯 ***Annotate over video with SMART Video Player***

Advanced Concepts with SMART Board Tools

The SMART Board tools provide quick access to the functions that help you operate the interactive whiteboard more effectively. In this module you'll explore the SMART Board tools in more detail. You'll learn about advanced options and how to customize and save settings for the SMART Board tools.

Accessing the SMART Board Tools

To access the SMART Board tools, double-press the SMART Board icon in the Windows System Tray.



If the SMART Board icon doesn't appear in the System Tray, press **Start, Programs, SMART Board Software**, and select **SMART Board Tools**.

The SMART Board tools will appear.

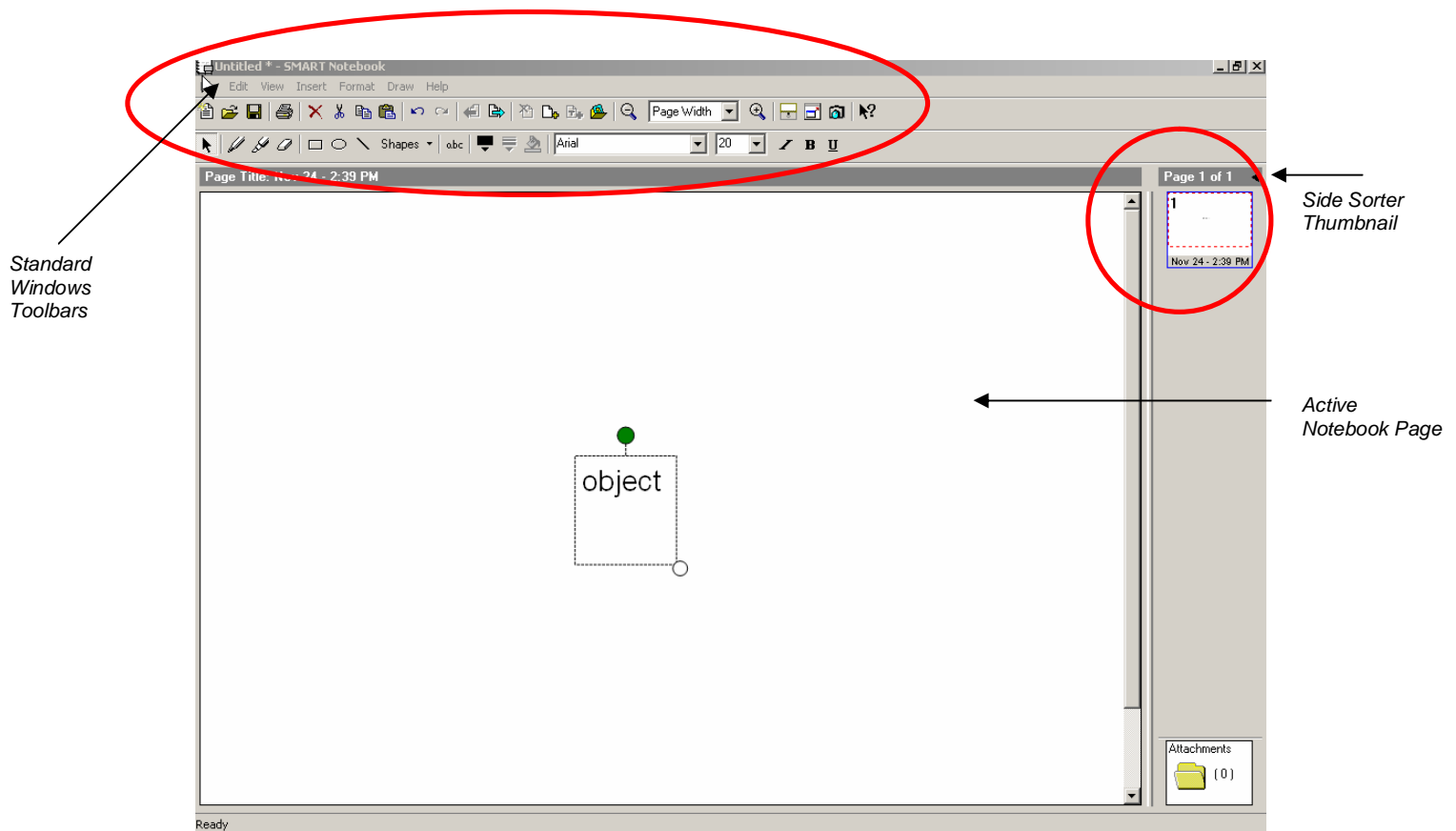


Tool	Function
Notebook	Opens Notebook software
Recorder	Opens SMART Recorder
Video Player	Opens SMART Video Player
Keyboard	Opens the SMART Keyboard
Floating Tools	Opens the Floating Tools
Control Panel	Provides access to settings for the interactive whiteboard, SMART Pen Tray, Floating Tools and SMART Aware
Orient	Launches the orientation process

Notebook

Notebook software is an object-oriented application you can use to:

- record, edit and save information written on a SMART Board interactive whiteboard
- capture annotations and/or material from other sources
- import screen- and/or print-captured information

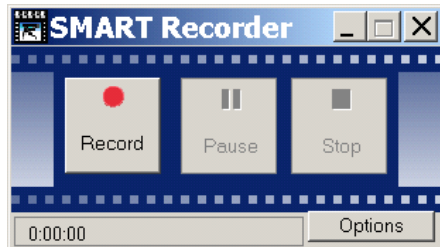


Notebook software ships with every SMART Board interactive whiteboard. It is a useful tool for capturing notes and minutes during a meeting, and for preparing presentations that encourage participation in the classroom or the boardroom.

SMART Recorder

SMART Recorder allows you to record everything you do on the SMART Board interactive whiteboard, as well as a recording of your voice, as a standard Audio Video Interleave (AVI) file. AVI files can be played back using Windows Media Player, which is available free of charge from www.windowsmedia.com/download.

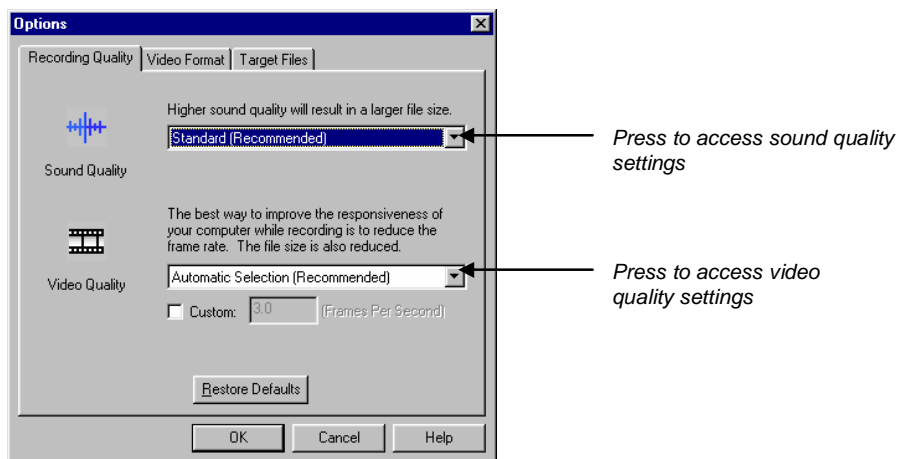
SMART Recorder's three-button interface is easy to use. The Record, Pause and Stop buttons allow you to control the recording process.



The **Options** drop-down menu enables you to modify sound, video and file settings from the *Recording Quality*, *Video Format* and *Target Files* tabs. Each tab also contains a Restore Defaults button.

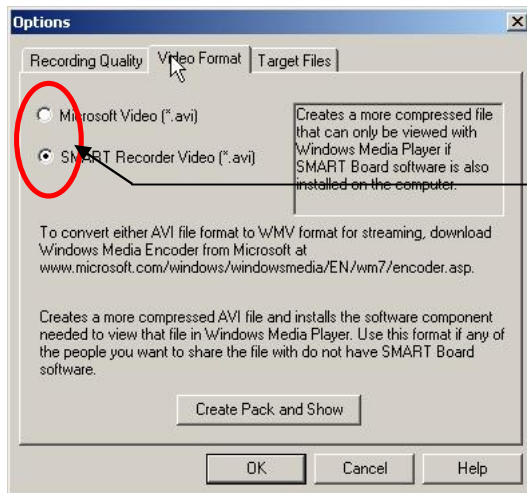
Recording Quality

You can select a quality setting for both audio and video. For instance, you can record without audio and set a custom level (in frames per second) for video quality.



Video Format

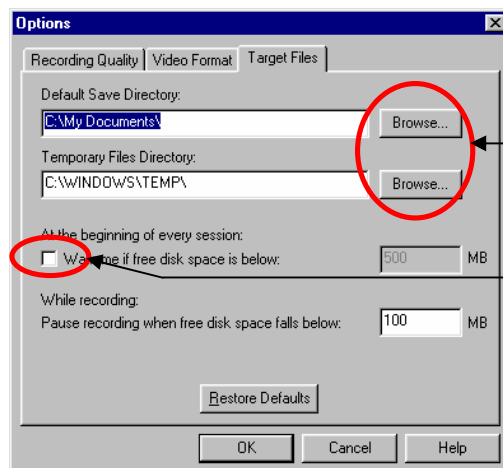
Select Microsoft AVI or SMART Recorder AVI as the video format. Both types of video can be played back using Windows Media Player. SMART Recorder Video employs an algorithm that results in smaller file sizes but can be played back only on computers that have SMART Board software installed.



Press to select the video format

Target Files

From the *Target Files* tab, you can define where your videos will be saved. The default directories may be changed. This tab also enables you to set low disk space warnings.




Press to change the Default Save Directory or the Temporary Files Directory

Press to enable low disk space warning

SMART Video Player

SMART Video Player is a convenient tool for viewing and annotating over moving and still video. You can use it to play standard video files or the output from video hardware connected to your system. SMART Video Player is compatible with video cameras, projectors, scanners and document cameras.

Opening Video Player

To open SMART Video Player, double-press the SMART Board icon  in the Windows System Tray and press the Video Player button in the SMART Board tools.



Playing Video Files

To open a video file in SMART Video Player, select **File, Open**. Then browse to the appropriate directory and open the file.

Your video will play in the SMART Video Player window.

NOTE: You can also open a file by dragging it from Windows Explorer into the SMART Video Player window.

While a video is playing, you can pause it by pressing the Pause button on the Control toolbar.



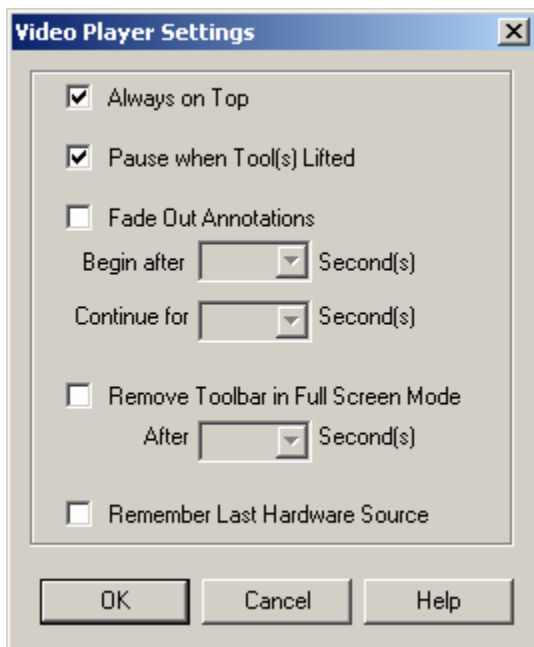
The Pause button toggles to a Play button when the video is paused.

If you play your video during a meeting or while making a presentation, you might want to emphasize a point or explain a concept in more detail. Just pick up a stylus from the SMART Pen Tray and write on top of the video image. You can also press the Pen, Highlighter or Draw Filled Rectangle buttons in the Floating Tools to add annotations.

NOTE: If you make many annotations during a short period of time, the width of the annotation lines is reduced to prevent excessive demand on the computer's processor.

If you'd like the video to pause whenever you pick up a stylus or eraser from the Pen Tray (or when you select a button in the Floating Tools), do the following:

- 1 Select **Video Player Settings** from the **Options** menu.



- 2 Select the **Pause when Tool(s) Lifted** check box.
- 3 Press OK.

You can easily remove or restore the annotations you make over a video by pressing the Clear/Restore button. The Clear/Restore button toggles between the Clear and Restore functions.

You can also save the annotations you make over a video. To do this, press the Capture button. The video will pause while the annotations are captured into Notebook software.

Fading Out Annotations

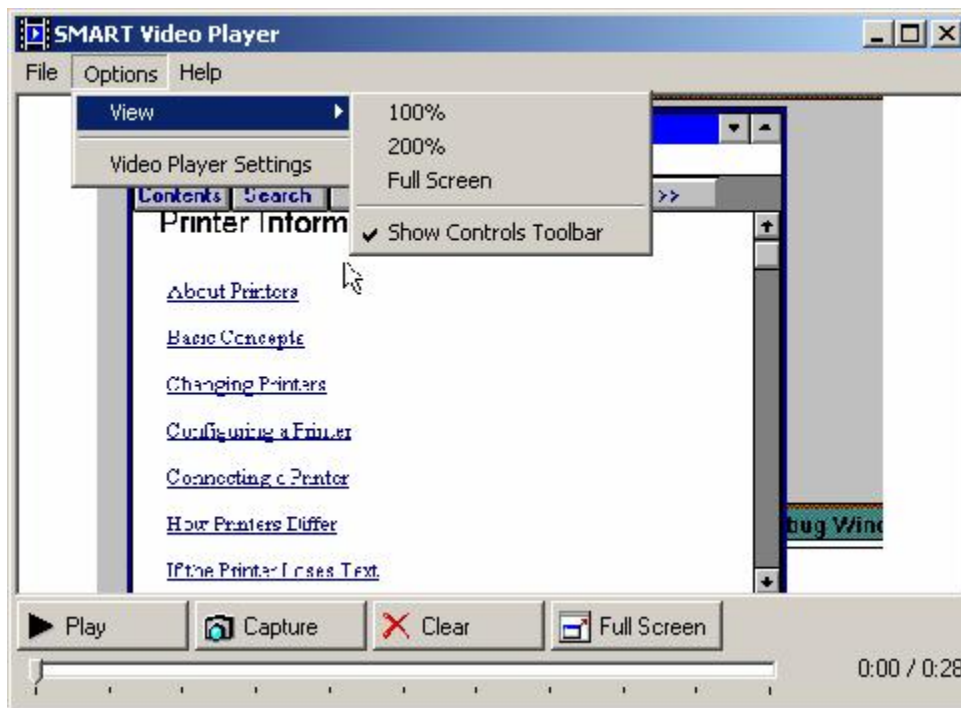
As the video plays, you might want your annotations to disappear without having to press the Clear button. If so, use the Fade Out option. When this option is selected, your annotations will gradually fade and disappear.

To enable/disable the Fade Out option:

- 1 From the **Options** menu, select **Video Player Settings**. The *Video Player Settings* dialog will appear.
- 2 Select or de-select the **Fade Out Annotations** check box.
- 3 Designate the amount of time (in seconds) that should pass before the ink begins to fade and how long it should take to fade.
- 4 Press OK.

Controlling the Screen Size of Your Video

SMART Video Player includes three views: 100%, 200% and Full Screen. To control the viewing size of your video, select a view option from the **Options** menu.



If you select 100% or 200%, the video plays in a window that includes a title bar, menu bar, toolbar and status bar. However, the Full Screen view uses the entire whiteboard or screen, so neither the menu nor the toolbar are visible.

When you select the Full Screen view, a toolbar appears with buttons for playing and pausing the video, as well as for capturing and clearing your annotations. This toolbar also includes a button for returning to normal view.



NOTE: You can drag this toolbar to any location on your screen.

Using Input from Video Hardware

When you connect a video hardware device (such as a VCR or video camera) to your system, SMART Video Player detects the device and adds it to the **File** menu. Select the hardware device you want from this menu, or select **File, Select Video Hardware**.

NOTE: If you connect a video hardware device to your computer, and it doesn't appear in the **File** menu, try reconnecting the device. You may also alter the settings so that SMART Video Player automatically selects the last video hardware source used.

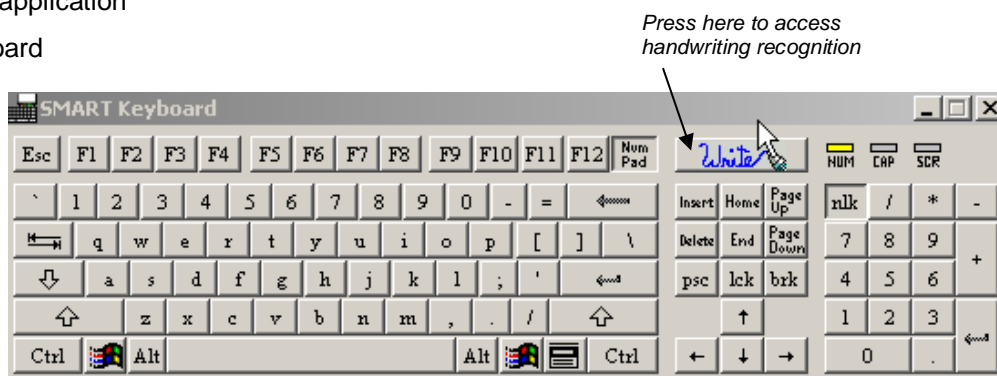
Select **Video Source Settings** from the **Options** menu to configure the video source settings. The *Video Source Settings Panel* dialog contains options for controlling the video format, frame rate and output size parameters.

You can control a video playing from a hardware source in much the same way as you would control a video from a file. Just press the Play and Pause buttons to start and stop the video, and annotate over the video as you would with a video from a file. (You can also capture these annotations by pressing the Capture button.)

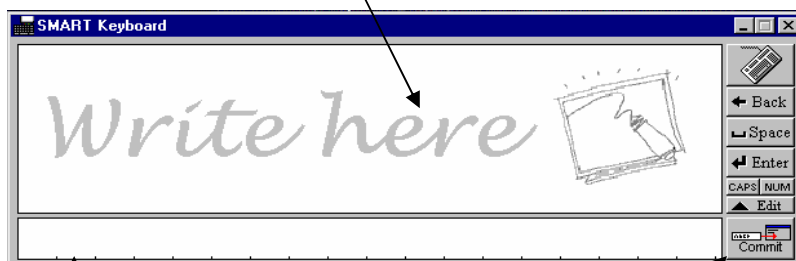
Keyboard

The SMART Keyboard enables you to:

- enter data into any software application
- type text while at the whiteboard
- convert handwriting to text
- edit converted handwriting



Use a stylus from the Pen Tray or your finger to enter handwritten text here



Recognized text will appear in these spaces

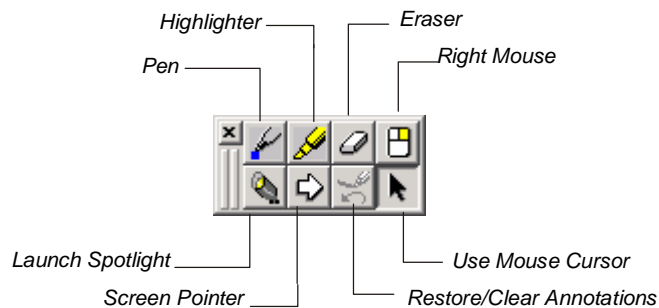
Press the Commit button to input your data directly into the active application

NOTE: You can also access the SMART Keyboard by pressing the Keyboard button on the Pen Tray.

Floating Tools

The Floating Tools offer a portable, customizable palette of tools that floats over all applications on your whiteboard and allows you to perform a wide variety of operations.

The default Floating Tools palette offers features that you won't find in the Pen Tray and that you may find indispensable, such as a large screen pointer (for presentations), a highlighter and a spotlight.

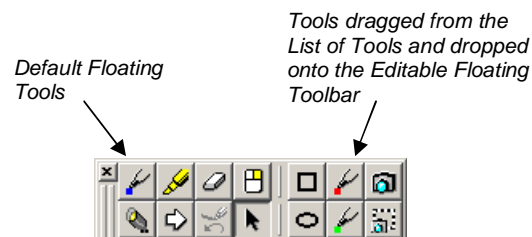


You can add to the default Floating Tools palette and save the changed toolbar as a user profile. This ensures quick and easy access to the tools you use most often.

To add tools, press the Control Panel button in the SMART Board tools and select the *Floating Tools* tab. Any or all of the tools listed may be dragged from the List of Tools and dropped onto the Editable Floating Toolbar.

If you save your edited Floating Toolbar as a user profile, your customized toolbar will be available every time you use the interactive whiteboard.

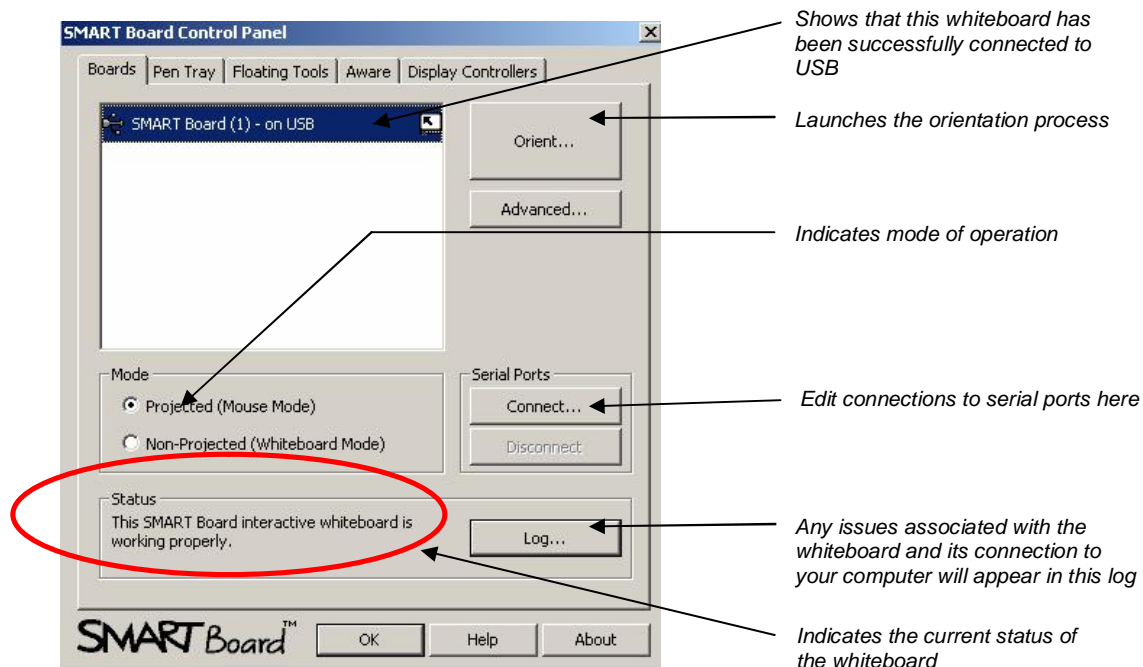
NOTE: Remember to save your customized toolbar as a user profile, or the default Floating Tools will appear the next time you press the Floating Tools button.



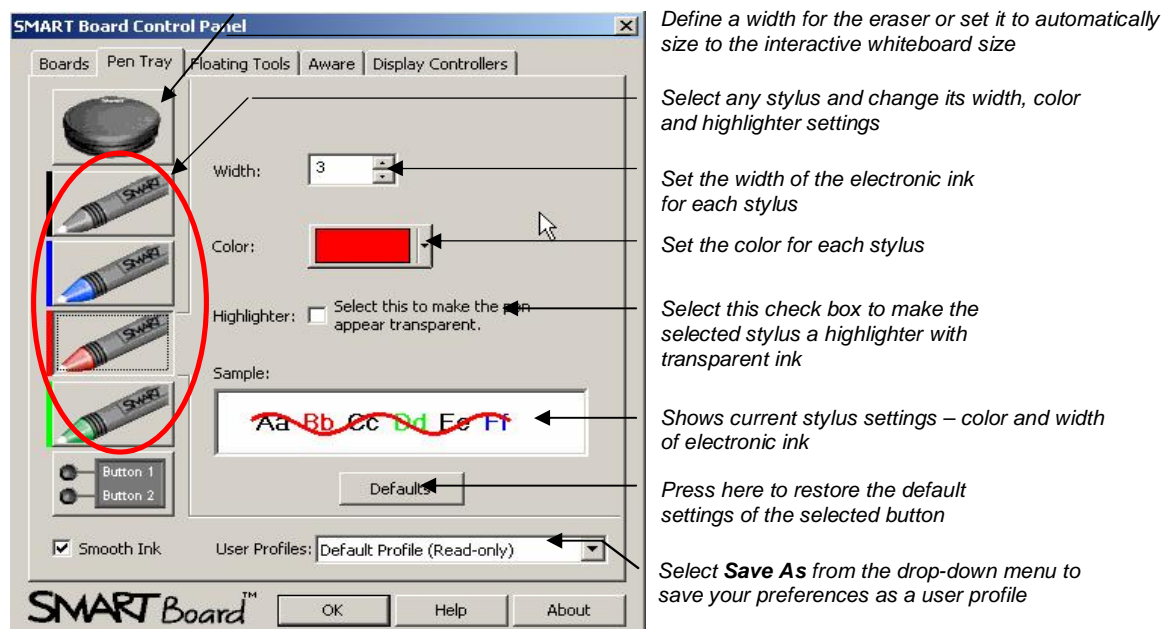
Control Panel

The Control Panel button provides access to the *Boards*, *Pen Tray*, *Floating Tools* and *Aware* tabs. From each of these tabs, you can confirm and modify SMART Board settings. These settings are described below. Changes made to the *Pen Tray* and *Floating Tools* tabs may be saved as a user profile.

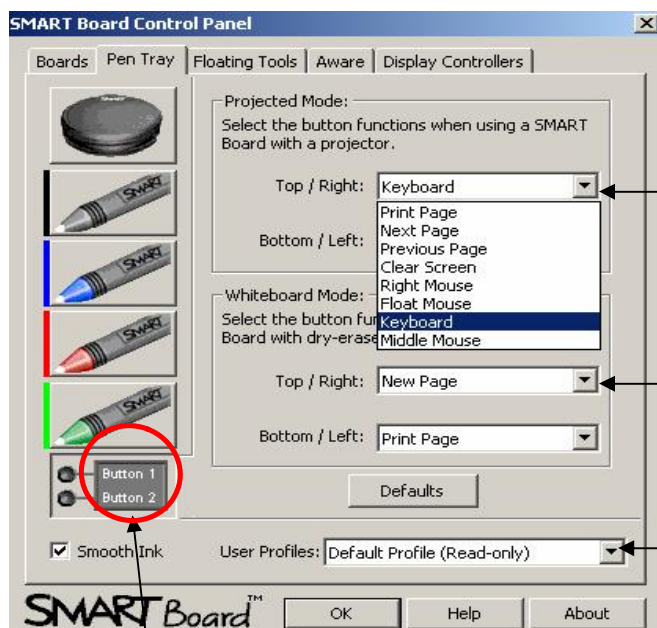
Boards



Pen Tray – Styluses



Pen Tray – Buttons



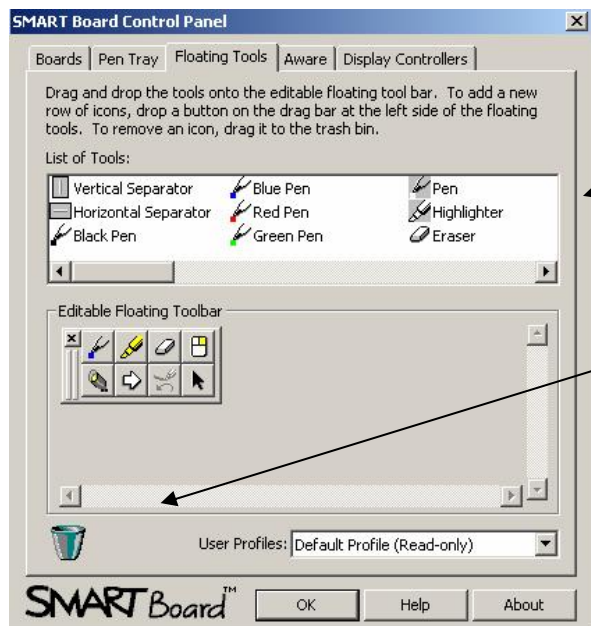
Press here to access a drop-down menu and select the function you'd like to ascribe to the Top / Right button. Repeat for the Bottom / Left button.

Pen Tray buttons can also be customized for whiteboard or non-projected use. Non-projected use is not covered in this manual.

Select **Save As** from the drop-down menu to save your preferences as a user profile

Press here to define Pen Tray button functions

Floating Tools



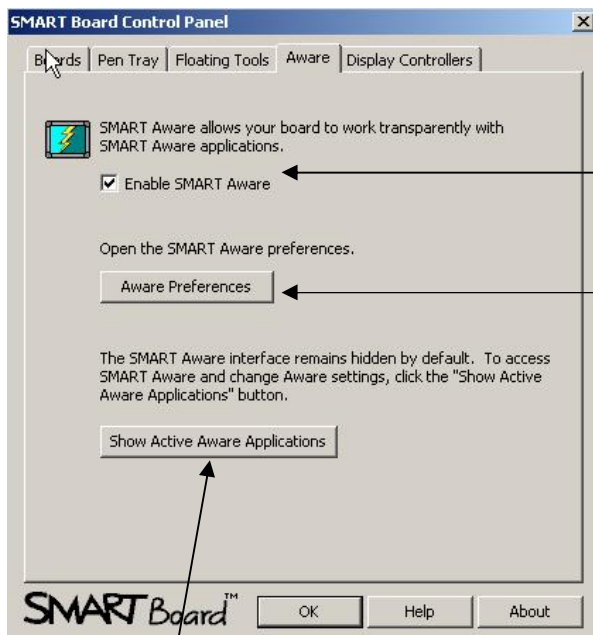
Drag tools from the List of Tools and drop them onto the Editable Floating Toolbar

Remove tools by dragging them from the Editable Floating Toolbar and dropping them into the trash bin

Select **Save As** from the drop-down menu to save your Editable Floating Toolbar as a user profile

Aware

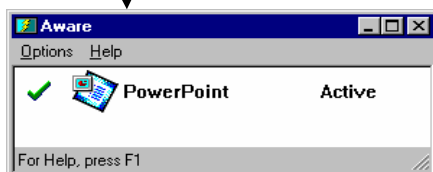
SMART Aware applications are those that work transparently with your SMART Board interactive whiteboard. SMART Aware applications allow the user to work with, and input data directly into, the application. **NOTE:** Refer to the SMART Board User's Guide or online Help for detailed information about SMART Aware



Selected by default

Press here to access the Aware Preferences dialog

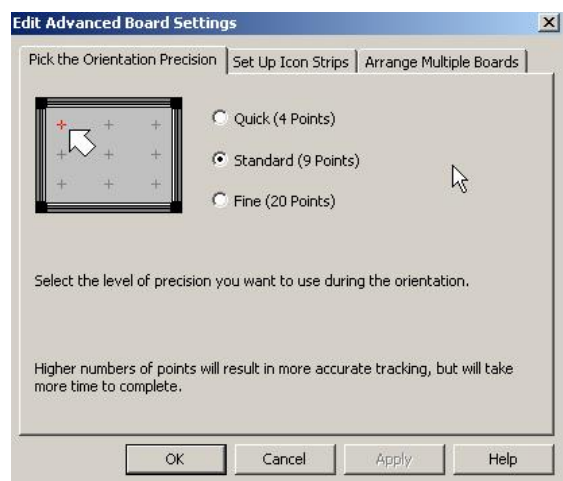
Press here to see a list of active Aware applications



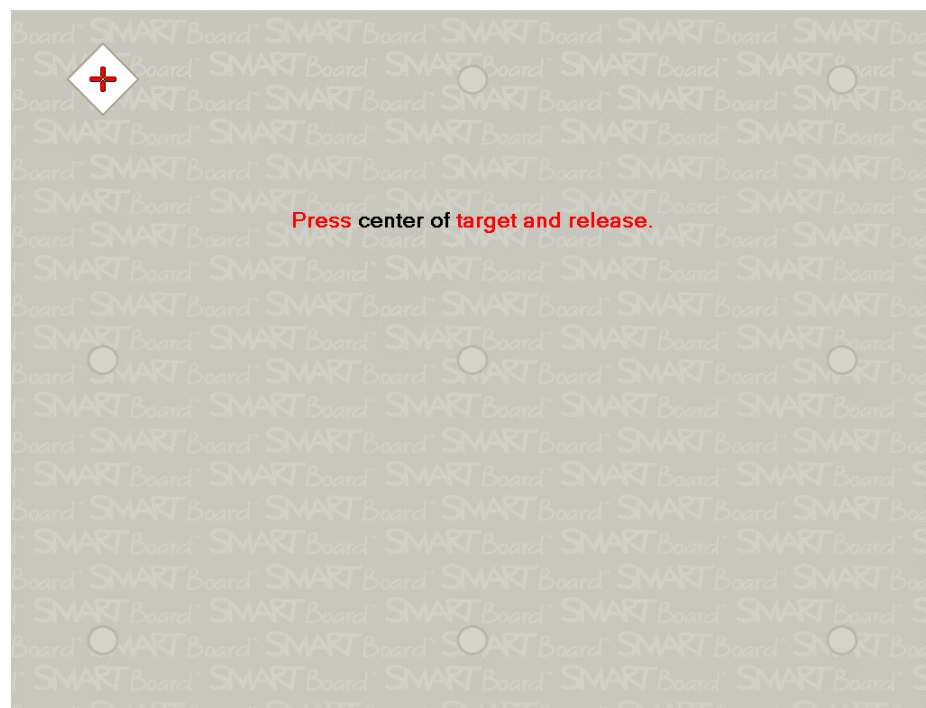
Orient

It is important to ensure that your whiteboard is properly oriented. Orientation ensures that your finger press on the surface actually occurs where you intend. This is necessary when you are working with applications on the interactive whiteboard. It may help to view the orientation process as “fine-tuning” the whiteboard.

Press the Orient button in the SMART Board tools to launch the orientation process. In most cases, this 4-point orientation will be sufficient. If you feel you require a greater level of precision, press the Control Panel button in the SMART Board tools, press the Advanced button, and then select **Board Settings**. In the *Edit Advanced Board Settings* dialog, select the *Pick the Orientation Precision* tab to choose the Standard (9 Points) or Fine (20 Points) level of precision.



The figure below represents what you'll see upon choosing the Standard (9 Points) orientation. Press the center of each cross to orient the interactive whiteboard.



Quiz: Advanced Concepts with SMART Board Tools

- 1** Where do you find the SMART Board icon?
- 2** How many tools make up the SMART Board tools?
- 3** How do you access the Pen Tray and Floating Tools settings?
- 4** How do you make changes to the Editable Floating toolbar?
- 5** What factors might you consider when deciding whether or not to convert the AVI format files you've made with SMART Recorder to WMV format?

Answers: Advanced Concepts with SMART Board Tools

- 1 The SMART Board icon is found in the Windows System Tray.
- 2 Seven tools make up the SMART Board tools.
- 3 Press the Control Panel button in the SMART Board tools to access the Pen Tray and Floating Tools settings.
- 4 Press the Control Panel button and select the *Floating Tools* tab to access the Editable Floating toolbar. Drag and drop tools onto the Editable Floating Toolbar, or drag tools to the trash bin to remove them.
- 5 A desire to reduce the “size on disk” of your video output and to make it available for distribution in streaming video format are two reasons you might consider converting SMART Recorder output from AVI to WMV format.



Additional Resources

This section will introduce you to:

- 🎯 **The SMART Training Center**
- 🎯 **EdCompass, an online community for educators using SMART products**
- 🎯 **SMART Ideas® Software**

Additional Resources

From additional training materials on the SMART Web site, to an online community for educators, to a free version of SMART Ideas® concept-mapping software for use on a SMART Board interactive whiteboard, SMART has a number of resources to support your use of SMART products in the classroom.

The SMART Training Center

You can access additional training materials from SMART's Web site at www.smarttech.com/trainingcenter. Click **Download Free Training Materials** and select your operating system from the links available. You will have access to Quick References and Hands-on Practice materials in PDF format.

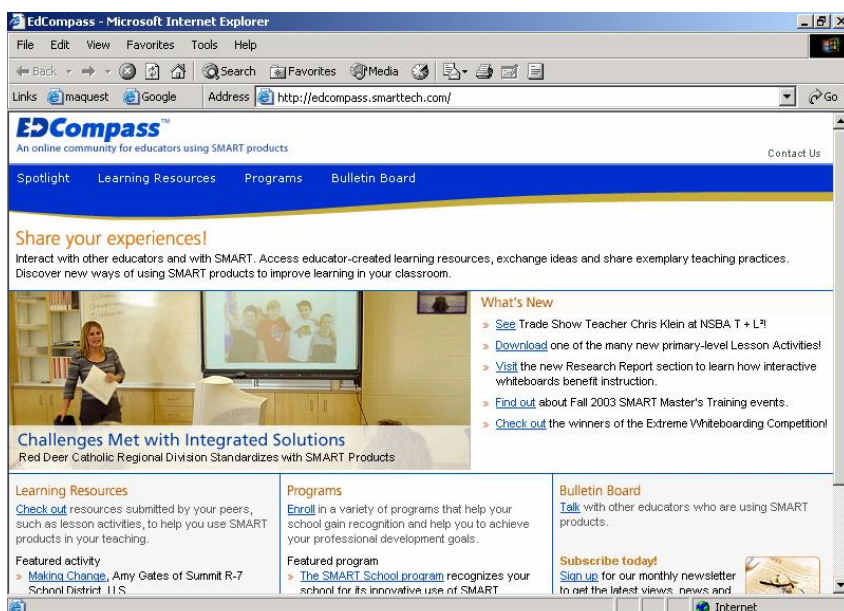
Quick References are simple, visual tools that cover features of SMART products on 1-2 pages. Simply print them out and keep them with you for easy reference. These make great handouts for when you share what you've learned with your peers.

Hands-on Practice exercises provide step-by-step activities, much like what you'll see at the back of this workbook, so you can review and practice what you've learned.

EdCompass Online Community

EdCompass is an online community for educators using SMART products. It was designed for you to:

- interact with other educators and with SMART
- access educator-created learning resources
- exchange ideas and share exemplary teaching practices, and
- discover new ways of using SMART products to improve learning in your classroom.



We encourage you to visit this site often at edcompass.smarttech.com.

Viewing and Downloading Lesson Activities

You can view all of the activities available by clicking **Learning Resources** at the top of the page. Select **Lesson Activities** at the left of the page, then choose the type of activities you'd like to see, such as Notebook or SMART Ideas software activities. You'll be presented with a table displaying many activities, and you can sort these by title, subject matter, country of origin, and even the student age for which the lesson is appropriate.

To download a lesson activity:

1. Select the title of the activity in which you are interested. You'll see a small image and a brief description of the activity.
 2. To the right of the image, you'll see a download box. Click XBK or NBK to download the file. You will be prompted to open the file or to save it to your computer.
 3. Select **Open** to launch the software and open the file on your computer.
- or
4. Select **Save** to save the file on your computer. You will be prompted to select the location where you would like to save the file.

Map of Canada & the U.S.

Subject: **Social Studies**

Age(s): **11-12**

Author: **Educator At SMART**



This activity focuses on the basic geography of Canada and the U.S. Included are slides that focus on labeling the states and provinces of each country and assembling the maps of both countries.



Click here to download this file.

Reviews

 [Add a Review](#)

Reviewed by: **S. Leckrone**

From: **USA**

Subject: **All - 4th grade**

Date: **26 June, 2003**

This is a great activity! My fourth graders beg to do the US map matching again and again. It ties into our study of the regions wonderfully. Thanks for sharing!

SMART Ideas Software

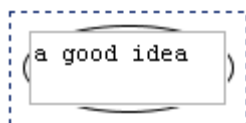
Whether you refer to it as concept mapping, webbing or graphical organization, the visual representation of information is becoming more important as students learn critical thinking skills in the classroom. SMART Ideas concept-mapping software not only helps your students connect ideas, organize concepts and plan projects – it motivates them to learn.

Download your Free Version

You have access to a free version of SMART Ideas software for use on your SMART Board interactive whiteboard. From www.smarttech.com, simply select **Support, Downloads** and scroll down to view the SMART Ideas Software section on the page. Choose your preferred operating system. Click the version option that says that it is for use on a SMART Board interactive whiteboard.

Using SMART Ideas Software

When you open SMART Ideas software, click **Open** and a new, untitled workspace will appear ready for your input. Now, simply start typing or pick up a pen on your SMART Board™ interactive whiteboard. If you've used your keyboard, you'll notice that your text will appear inside a text box. Press **Enter** when you've finished typing and you'll see your text appear in a circular symbol. If you've used a stylus on the interactive whiteboard, you'll see two symbols above and to the left of your annotation. Select **A** to convert your handwriting into text within a symbol.

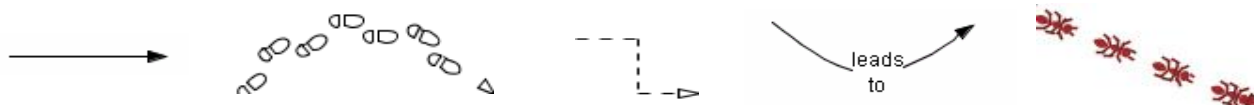


You can add meaning to symbols by using different colors and shapes to signify their relationships. For example, if you were creating a *Fruits and Vegetables* diagram, you could make all fruits red and pentagonal, and all vegetables green and octagonal, so the viewer can see shared characteristics at a glance.




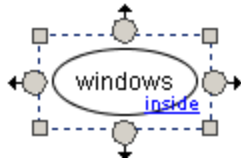
To show relationships between ideas (symbols), use connectors. A connector is a line in a diagram that links two symbols. It can be labeled or unlabeled, thin or thick, solid or dashed, straight, angled or curved, as well as any of our other stylized connectors.

When you move a linked symbol, the connector moves with it. However, if relationships between ideas change, you can also move connectors independently of their associated symbols.

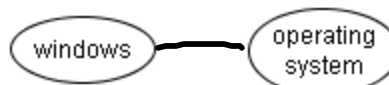


To connect two symbols:

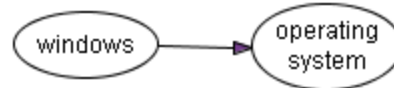
1. Select any symbol.
 2. Click the Connector button  and drag the cross-hatch cursor to the second symbol.
 3. Release the mouse.
- or
4. Using your SMART Board interactive whiteboard, simply draw a line between the two symbols.



operating
system



The two symbols will be linked by a connector.

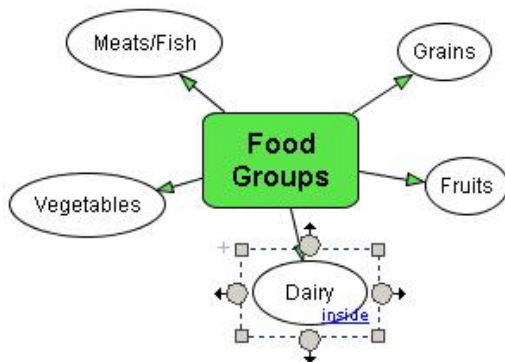


You can create an unlimited number of sub-levels within any symbol to illustrate or expand on information. The sub-levels can contain related diagrams.

To create a symbol sub-level:

1. Select a symbol.
 2. Click the inside link (in the bottom-right corner of the selection rectangle).
- or
3. Select **In** from the **View** menu.

A new workspace will open.



Learn More about SMART Ideas Software

More detailed information on using SMART Ideas software can be found on the SMART Web site. A Quick Reference is also available from the SMART Training Center.

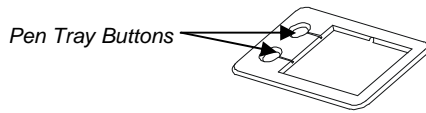


Activity: SMART Board Interactive Whiteboard Hardware Components

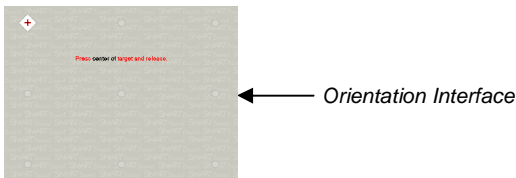
This activity will give you an opportunity to practice orienting your SMART Board interactive whiteboard and using the SMART Keyboard.

Steps

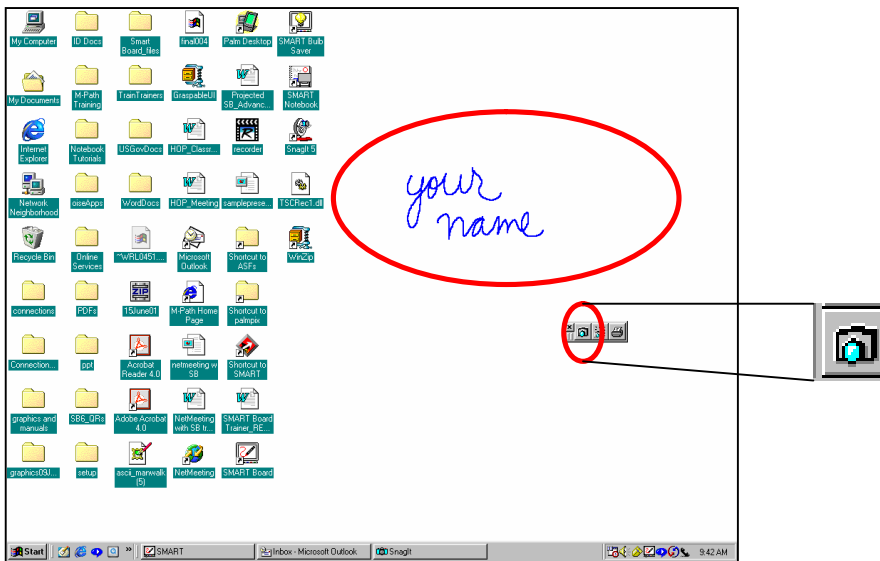
- 1 Press and hold both Pen Tray buttons until the orientation interface appears.



- 2 Orient your interactive whiteboard by pressing firmly on the center of each cross in the sequence indicated.



- 3 Pick up the blue stylus from the Pen Tray and use it to write your name on the whiteboard.
- 4 Press the Camera button to save your annotations (i.e., your handwritten name) and the background to a Notebook file.

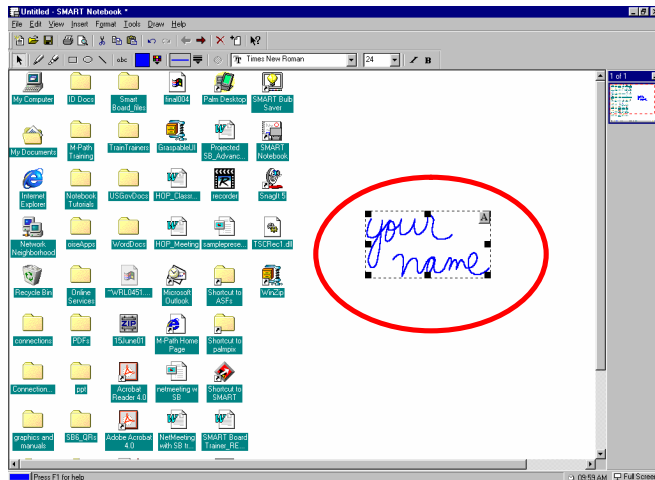


NOTE: Notebook software will open automatically, and your annotations and background will be saved to a new Notebook page.

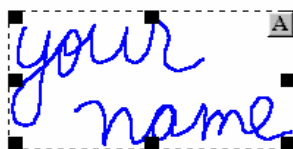
- 5 Return the stylus to the Pen Tray.
- 6 Press anywhere on the desktop to clear your annotations.
- 7 Press the Notebook icon in the Windows Task Bar to access Notebook software.



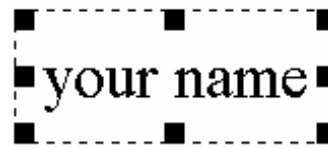
- 8 Press on your name to select it.



- 9 Press the “A” button in the selection box to convert your handwriting to text.

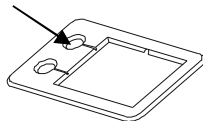


Press here to convert your handwriting to text

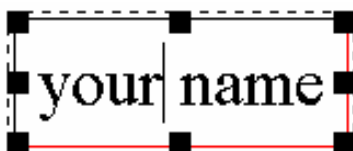


- 10 Press the Keyboard button on the Pen Tray and use the SMART Keyboard to make any corrections to your name or to add your last name.

Keyboard



NOTE: To make changes to text objects, you'll need to double-press the object to select it and then use the SMART Keyboard to make the required changes.



- 11 Exit Notebook software. There is no need to save your Notebook file.

Activity: Working with Applications on Your SMART Board Interactive Whiteboard

This activity will give you an opportunity to practice using the Floating Tools to highlight information.

NOTE: This activity involves using a Web browser such as Internet Explorer. However, any application may be opened in step 1.

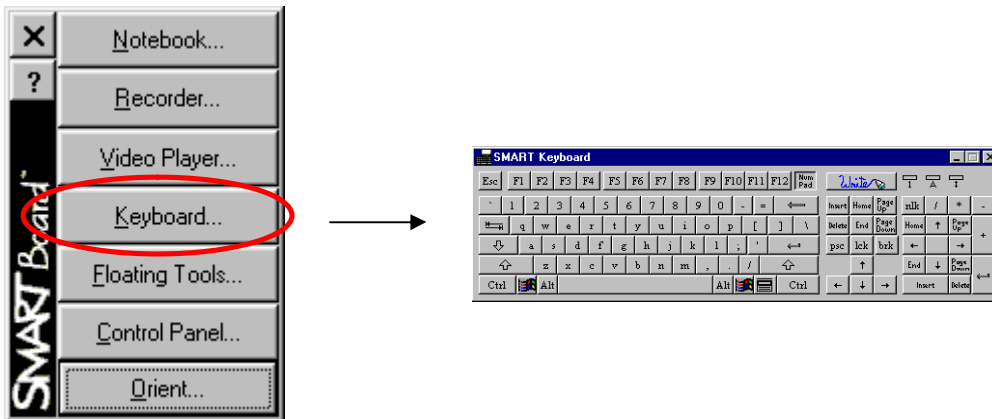
Steps

- 1 Open your Web browser.
- 2 Double-press the SMART Board icon in the Windows System Tray to maximize the SMART Board tools.

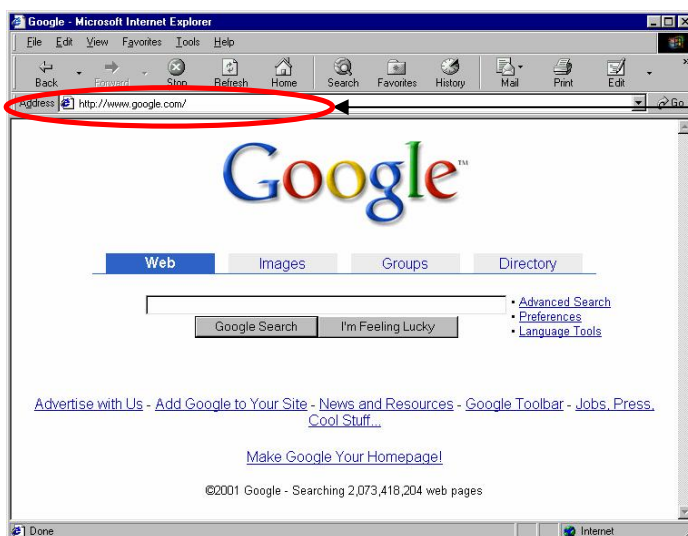


- 3 Press the Keyboard button to open the SMART Keyboard.

NOTE: The SMART Keyboard will open where it was last left. You can move it by dragging it by the title bar and dropping it anywhere on your desktop.

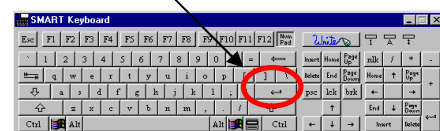


- 4 Press your Web browser's Address field and then use the SMART Keyboard to enter your company's Web address or your favorite search engine (e.g., www.google.com) and press Enter.



Use the SMART Keyboard to enter the address of the Web site you'd like to access

Press Enter when you've finished typing the Web address



- 5 Close the SMART Keyboard.

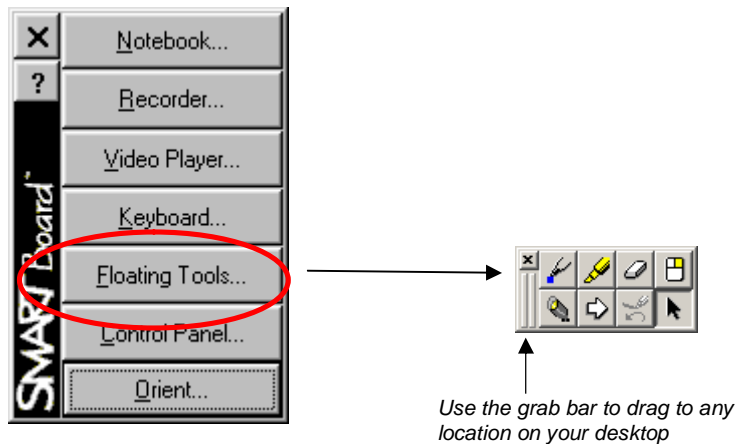


- 6 Double-press the SMART Board icon again to maximize the SMART Board tools.



- 7 Press the Floating Tools button to open the Floating Tools palette.

NOTE: The Floating Tools will open in the same position on your desktop as they were when last closed. You can move the Floating Tools by dragging them by their grab bar (see below) and dropping them anywhere on your desktop.

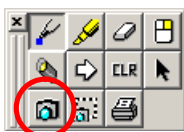


- 8 Press the Pen tool to select it.



- 9 Use your finger to draw on an area of the Web site.

- 10 Press the Camera button to save your annotations and background to SMART Notebook software.



NOTE: There is no need to open Notebook software prior to pressing the Camera button. Notebook software will launch automatically and your annotations and background will be captured.

- 11 Press the Use Mouse Cursor tool in the Floating Tools.



- 12 Press anywhere on the interactive whiteboard to clear your annotations.
- 13 Exit your Web browser.
- 14 Exit the Floating Tools.
- 15 Press the SMART Notebook icon in the Windows Task Bar to maximize Notebook software and view your annotations and background.



- 16 Exit Notebook software. There is no need to save your file.

Activity: Presenting with PowerPoint Software on a SMART Board Interactive Whiteboard

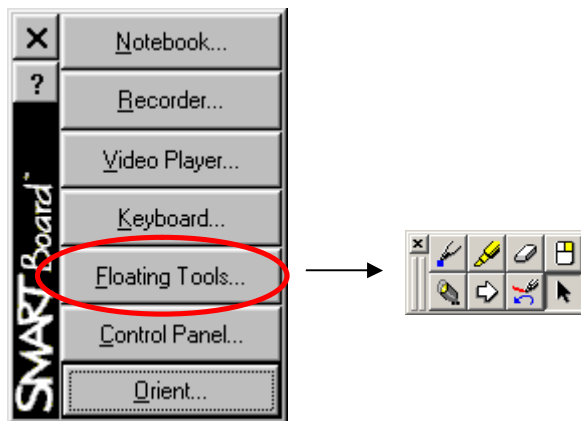
This activity will give you an opportunity to practice using PowerPoint software on your SMART Board interactive whiteboard.

Steps

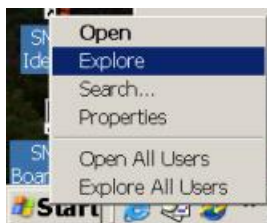
- 1 Double-press the SMART Board icon in the Windows System Tray to maximize the SMART Board tools.



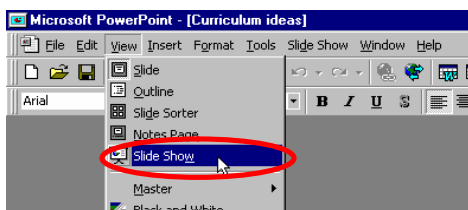
- 2 Press the Floating Tools button.



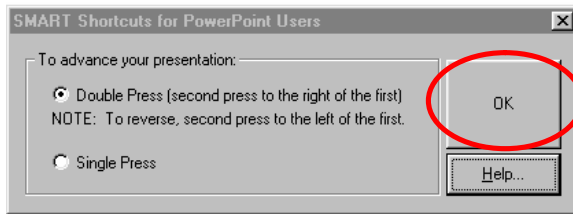
- 3 Press the Right-Mouse button on the SMART Pen Tray.
- 4 Press the Start button and select **Explore**.



- 5 Navigate to the location of a PowerPoint file.
NOTE: You can use any PowerPoint file to complete this activity.
- 6 Once you've located the PowerPoint file, double-press on its icon to open it.
- 7 Select **View, Slide Show** to begin your PowerPoint slide show.






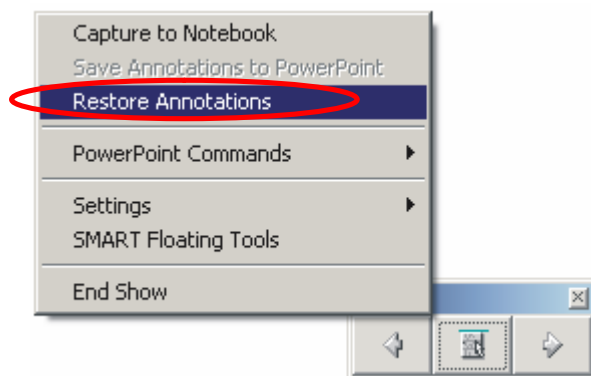
- 8 Press OK to close the *SMART Shortcuts for PowerPoint Users* dialog.



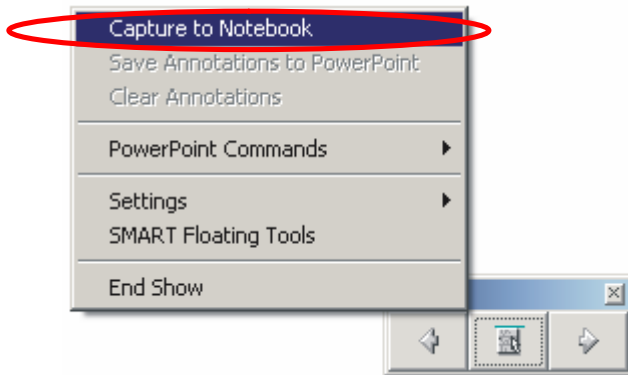
- 9 Use the Double Press navigation method to move forward through the slides of your presentation.
- 10 Use the Previous Page button on the Slide Show toolbar to return to the beginning of your presentation.



- 11 Use either form of navigation – Double Press or the Slide Show toolbar – to navigate to a slide that contains information you'd like to highlight.
- 12 Use the  tool from the Floating Tools to draw an arrow to, or circle or underline, information you'd like to emphasize.
- 13 Use the  tool from the Floating Tools to point to another part of the slide.
- 14 Double press the Screen Pointer tool to make it disappear.
- 15 Press the  tool on the Floating Tools palette.
- 16 Press anywhere on the PowerPoint slide to clear your annotations.
- 17 Press the middle button on the Slide Show toolbar and select **Restore Annotations**.



18 Press the middle button on the Slide Show toolbar and select **Capture to Notebook**.



NOTE: Notebook software will open automatically.

19 Press the middle button on the Slide Show toolbar and select **End Show**.

20 Close PowerPoint software.

21 Press the Notebook software icon in the Windows Task Bar to view your annotations and background slide.



22 Exit Notebook software. There is no need to save your file.

Activity: Using Notebook Software

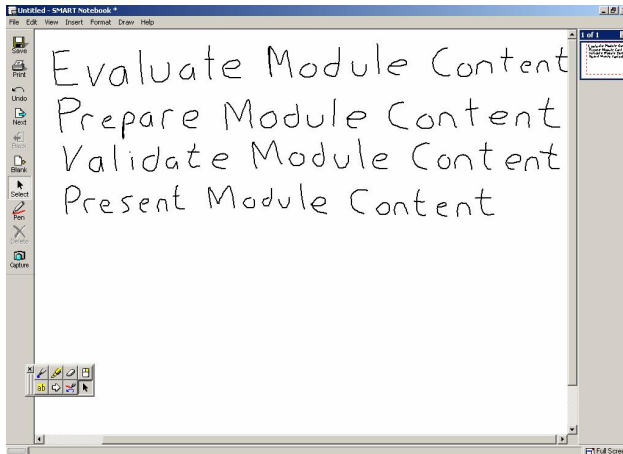
This activity will give you an opportunity to practice and apply basic Notebook software use skills.

Steps

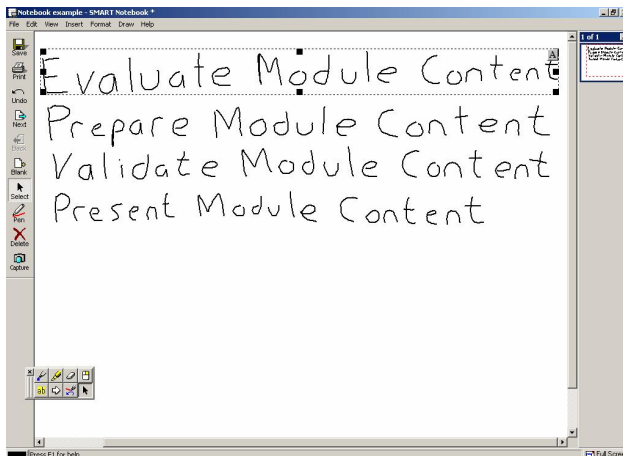
- 1 Open Notebook software.



- 2 Use a stylus from the SMART Pen Tray or the Pen tool from the Floating Tools to write a list of projects you'll work on in the next week or month. Include at least three items in your list.

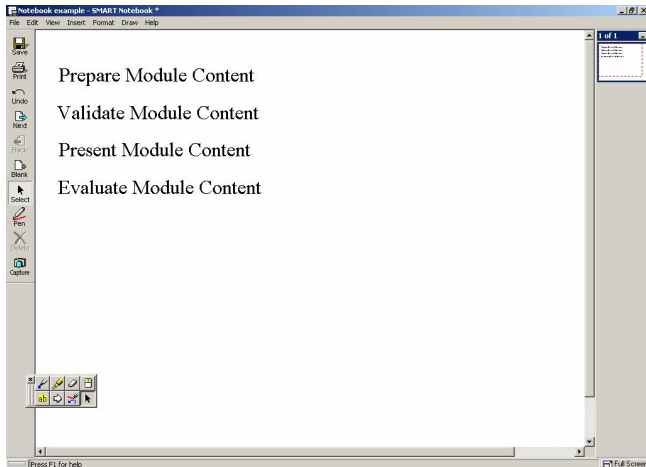


- 3 Press on one of the projects you've written to select it.
- 4 Press the "A" button in the selection box to convert your handwriting to text. Use the SMART Keyboard to make any necessary edits to your converted text.

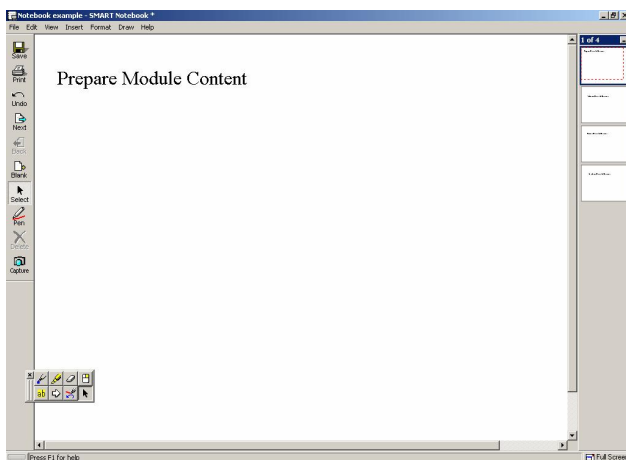


- 5 Repeat steps 3 and 4 for each project you've listed.

- 6 Once you've converted your handwriting to text, drag and drop the items in your list of projects to reorder them to reflect their priority or sequence.

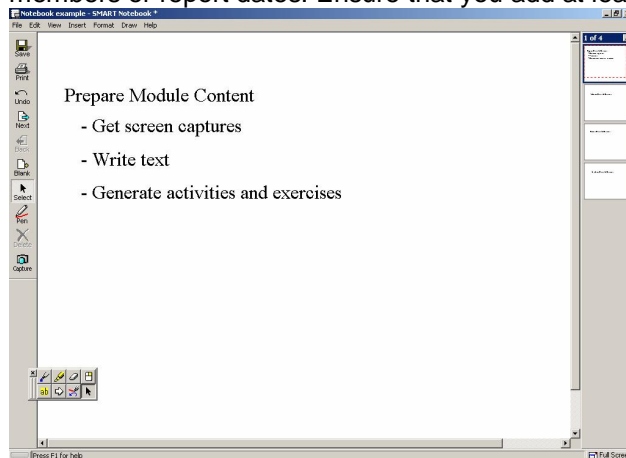


- 7 Press the Blank Page button to add pages to your Notebook file so that you have one blank page for each project.
- 8 Press the first thumbnail image in the Side Sorter to select the first page of your Notebook file.
- 9 Leaving the first project on the first page, drag the second project to the second thumbnail in the Side Sorter, the third to the third thumbnail, and so on.

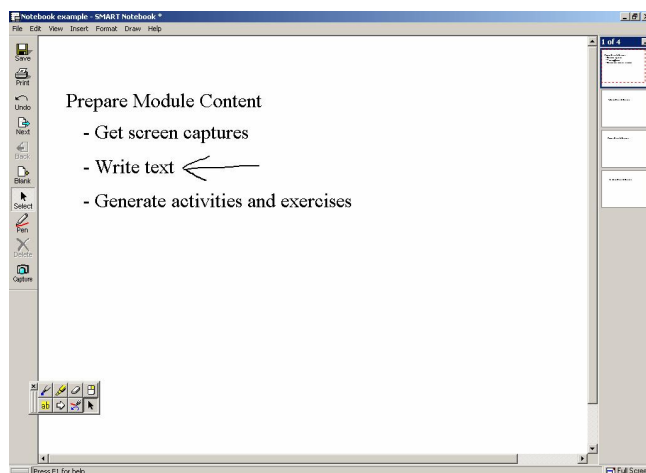


- 10 On each page, add three tasks associated with each project.

NOTE: These task items may include the resources needed to complete the task, the names of team members or report dates. Ensure that you add at least three items under each project.

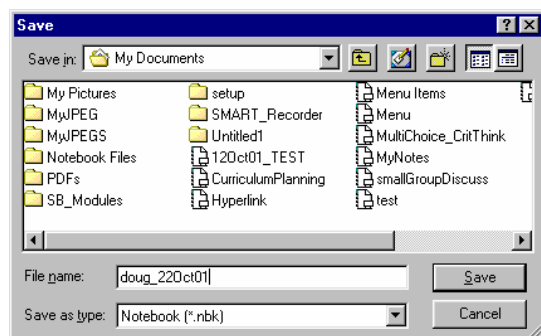


- 11 Use a stylus from the SMART Pen Tray to draw an arrow to an item on the active page.



- 12 Save your Notebook file.

NOTE: Use a distinctive name for your file so that you can distinguish it from other files on the attached computer. For instance, you might include your name and the date in the title to identify your Notebook file.



Activity: Using Notebook Software – Part II

This activity will give you an opportunity to practice capturing information and saving it as a series of image files.

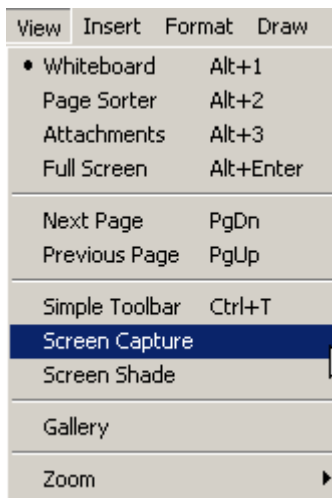
NOTE: This activity involves using a Web browser such as Internet Explorer. However, any application may be opened in step 4.

Steps

- 1 Open Notebook software.

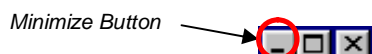


- 2 Select **View, Screen Capture** or press the **Capture** button on the Simple Toolbar.

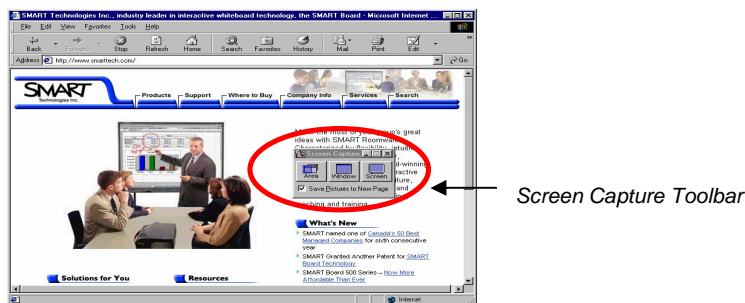


NOTE: Ensure that the **Save Pictures to New Page** check box is selected in the Screen Capture toolbar.

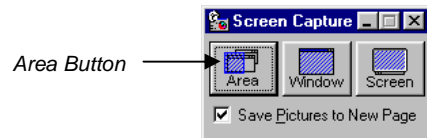
- 3 Minimize Notebook software.



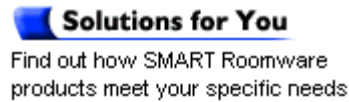
- 4 Open your Web browser.
- 5 Point your browser to your organization's Web site. Alternatively, you can point your browser to www.smarttech.com.



- 6 Press the Area button on the Screen Capture toolbar.



- 7 Use your finger to select a screen area to capture.



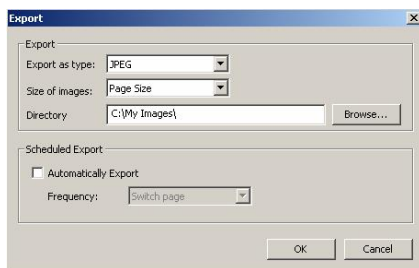
- 8 Press the Area button once again to capture another area of the screen.



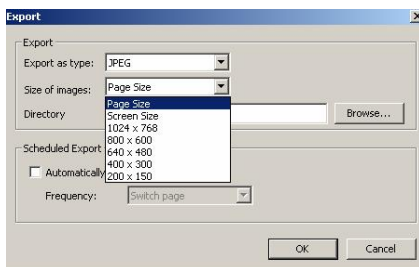
- 9 Exit the Screen Capture toolbar.
10 Exit your Web browser.
11 Press the Notebook icon in the Windows Task Bar to maximize Notebook software.



- 12 Using a stylus from the SMART Pen Tray, add a title to each page of your Notebook file.
13 Select **File, Export, JPEG**.
14 Press the OK button to accept the default settings, or press the Browse button and specify an alternate location.



- 15 Select the "size of images" drop-down menu to choose the size of each image and select 800 x 600 for a resolution setting.



- 16** Press the OK button.
- 17** Browse to the location of the files you've just generated (My Documents unless you've changed the directory) to view your "exported" content.
- 18** Exit all applications. There is no need to save your files.

Activity: Advanced Concepts with SMART Board Tools

This activity will give you an opportunity to work with the SMART Board tools.

NOTE: For this activity, ensure that Windows Media Player is installed on your computer.

Steps

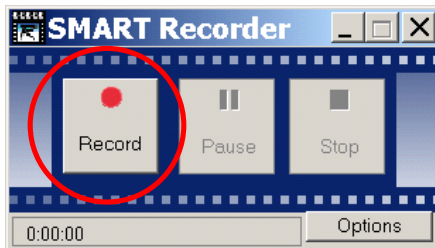
- 1 Double-press the SMART Board icon in the Windows System Tray to maximize the SMART Board tools.



- 2 Press the Recorder button.

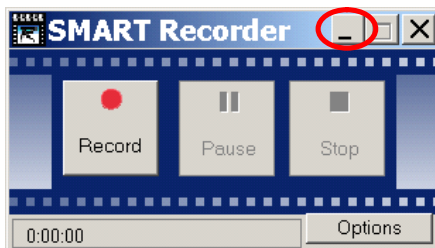


- 3 Press the Record button.



NOTE: SMART Recorder will automatically include any audio input while recording. If you have a microphone connected to your computer, you may wish to include a commentary of the actions you're taking as you work through the steps of this activity. To record without audio, you can choose "No Audio" from the **Sound Quality** drop-down menu in the *Recording Quality* tab.

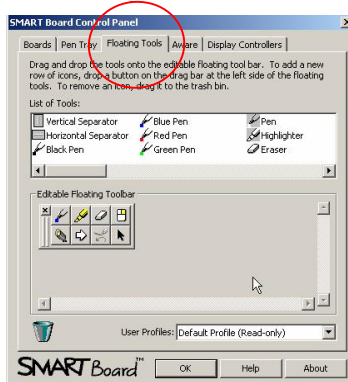
- 4 Minimize SMART Recorder.



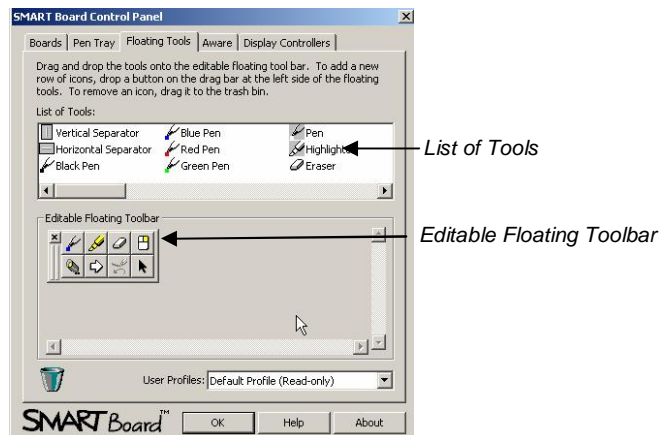
- 5 Press the Control Panel button.



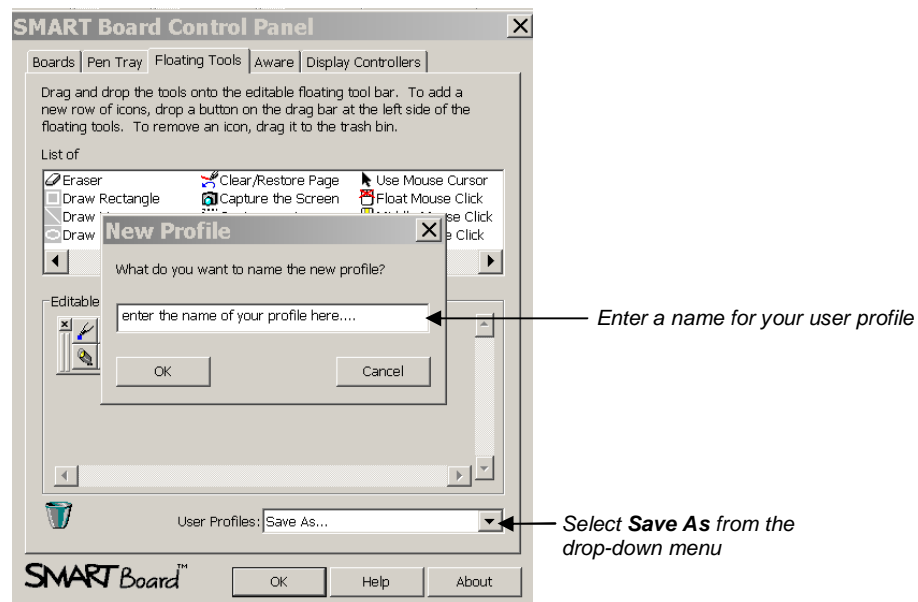
- 6 Select the *Floating Tools* tab.



- 7 Drag a tool from the **List of Tools** and drop it onto the **Editable Floating Toolbar**.



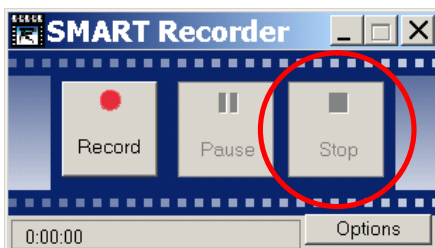
- 8 Select **Save As** from the **User Profiles** drop-down menu and use the SMART Keyboard to input a name for your newly edited toolbar. Press OK. **NOTE:** If you don't save the edits to your **Editable Floating Toolbar**, the default Floating Tools palette will appear the next time you press the Floating Tools button.



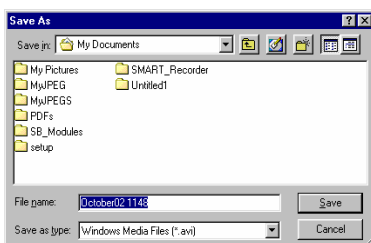
- 9 Press OK to close the Control Panel.
- 10 Press the Floating Tools button on the SMART Board tools to view your customized Floating Toolbar.
- 11 Exit the Floating Tools palette.
- 12 Press the Recorder icon in the Windows Task Bar to maximize SMART Recorder.



- 13 Press the Stop button.

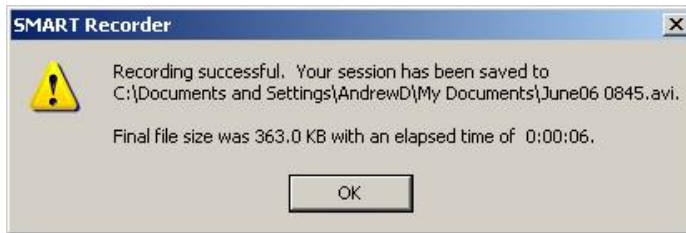


- 14 Input a name and location for your video.



NOTE: Recorder automatically includes a date stamp and video number as the default name for your video file.

- 15 Recorder will confirm that your video has been successfully saved.



- 16 Browse to the location of the video you've just made and view your video.

Session Feedback

Please take a moment to complete this questionnaire in as much detail as possible. Your feedback is an integral part of improving our future training sessions. All comments are welcome.

1 How many learners participated in the training session?

- ☐ less than 5
- ☐ 5–10
- ☐ 11–15

2 Please identify your work environment.

- ☐ Corporate
- ☐ Education
- ☐ Government
- ☐ Military
- ☐ Other (specify) _____

3 Please rate your level of computer proficiency.

- ☐ Limited
- ☐ Basic
- ☐ Intermediate
- ☐ Advanced

4 Please describe how you feel you would use the SMART Board interactive whiteboard as a result of the training session. Check all that apply and indicate what applications and multimedia you will use. E.g. PowerPoint, Internet, Notebook.

- ☐ To present _____
- ☐ To use applications _____
- ☐ To record notes _____
- ☐ To save notes _____
- ☐ Other _____

5 How important are the following interactive whiteboard features to you?

1 = of no importance, 2 = of little importance, 3 = of some importance, 4 = very important

Ease of use	Ã	Á	Â	Ã
Using your finger as a mouse	Ã	Á	Â	Ã
Using any pen/object as a writing tool	Ã	Á	Â	Ã
Interacting with computer applications	Ã	Á	Â	Ã
Writing over top of computer applications	Ã	Á	Â	Ã
Saving annotations	Ã	Á	Â	Ã
Editing notes	Ã	Á	Â	Ã
Distributing notes through a network or printer	Ã	Á	Â	Ã
Handwriting recognition software	Ã	Á	Â	Ã

6 Please indicate the extent to which you agree or disagree with the following statements:

1 = strongly disagree, 2 = disagree, 3 = agree, 4 = strongly agree

- | | | | | |
|--|---|---|---|---|
| 1 The session was well designed (pacing, adequate time for Q & A, etc.) | À | Á | Â | Ã |
| 2 I received information from this session that I can use immediately in my job. | À | Á | Â | Ã |
| 3 The <i>Learner Workbook</i> is an effective learning resource. | À | Á | Â | Ã |
| 4 The activities helped me become familiar with the functionality of the SMART Board interactive whiteboard. | À | Á | Â | Ã |
| 5 The trainer used good presentation skills. | À | Á | Â | Ã |

7 What did you like best about the session?

8 How would you improve the overall training experience? (Please feel free to comment on the *Learner Workbook* and activities)

Thank you for taking the time to complete this questionnaire. We appreciate your feedback. Should you have any questions or concerns not addressed here, please ask your trainer or e-mail services@smarttech.com.